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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 13, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 13, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Sloan
Mrs. Davis	Mrs. Smith
Mr. Fontalbert	Mr. Smith
Mr. Kauffelt	Ms. Thomas
Mr. Ray	Dr. Wallace
Mr. Santrock	

Also Present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the July 9, 1990 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Thomas, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $52,392.34 and General Bills in the amount of $85,765.02 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $632.40 duly certified and approved in accordance with the Bylaws and on motion of Ms. Thomas, seconded by Mr. Smith, and

unanimously carried, it was ordered that the bills set on the said list be paid.

Linda Wright explained that the invoice for the new bookmobile had been received from Thomas Built Buses, Inc. but payment could not be made until some minor problems with the bookmobile were resolved. Upon motion of Dr. Wallace, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board authorizes payment, not to exceed $82,203, to Thomas Built Buses, Inc., for the payment of the new bookmobile subject to the subtraction of cost of reimbursable repairs related to the bookmobile and a late delivery penalty of $975.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July, 1990. Included were the following:

> July was a very busy month. The evidence is in the figures. Over 76,000 items were checked out, a 10% increase over July 1989. Some of the locations with significant increases: Marmet 27%, Clendenin 25%, St. Albans 20%, Charleston Children's and Cross Lanes 17% each, and Charleston Adult, Extension and Dunbar each had 10% increases. A good portion of these increases are due to a very successful Summer Reading program. The program is concluding this week so a final report on it will be presented at next months's Board meeting. However, other aspects of our service also increased significantly. For example, Charleston Reference fielded 34% more questions than in July of last year and 17% more than June 1990.
>
> Kanawha County Public Library was notified in July about two grants we will receive. The first is a grant of $25,000 from the U.S. Department of Education which we will be awarded in October. Judy Duncan, Head of Extension Services, wrote the grant which will provide a microcomputer and software at the Dunbar, Elk Valley and St. Albans branches for use by literacy tutors and students. The second grant is from the Clay Foundation for $17,000 for the purchase of four microcomputers and compact discs of the Compton's Encyclopedia. The entire encyclopedia is on one compact disc.

These happenings in and of themselves are quite a way to start off our new fiscal year. But the event for July, and it may well be for the entire fiscal year, has to be the arrival on July 21 of the new bookmobile. We hope to have the bookmobile available for you to tour at the September meeting. It has now been in use three weeks and our patrons are quite delighted with the larger unit. On July 28 at Quincy Center we had a celebration to inaugurate the new unit and retire the old one after over 121,000 miles of service. The celebration was a great success with hundreds in attendance. A video of the celebration was viewed by the Board Members who were present.

Reports of Committees

Long Range Planning Committee. Mrs. Rugeley, Chair. In the absence of Mrs. Rugeley, Linda Wright reported on the joint meeting of the Long Range Planning Committee and Kanawha County Public Library staff held July 9, 1990. The purpose of the meeting was to prioritize system-wide objectives from the large number suggested by the KCPL staff. Another meeting of the Committee will be held in the near future, to further assess the objectives.

Public Services Committee. Mr. Moss, Chair. In the absence of Mr. Moss, Linda Wright reported that the Public Services Committee had agreed Sunday Service should be discontinued at the Dunbar Branch Library due to the lack of patron usage and the strain placed on the entire system to staff three locations on Sunday. In addition South Charleston now provides Sunday Service. Upon motion of Ms. Thomas, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

RESOLVED, That the provision of Sunday Service at the Dunbar Branch Library be discontinued and that three of these hours of service be incorporated into the schedule of hours during which the branch library will be open for the remainder of the week.

Support Services Committee. Mr. Santrock, Chair, reported on the meeting of the Support Services Committee held Thursday, August 2, 1990.

Mr. Santrock discussed the condition of the retaining walls in the front of the Charleston Library and the need for repairs to be made. Upon motion of Mr. Santrock, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board authorizes the Library Director and the Administrative Services Officer to seek bids for repairs to the front retaining walls at the Charleston Library and, with a member of the Support Services Committee, to review the bids submitted; and
>
> FURTHER RESOLVED, That they are authorized to award a contract for the repairs in an amount not to exceed $8,000.

The heating, ventilation and air conditioning (HVAC) system was the next item addressed by the Support Services Committee. Mr. Santrock reported on the existing HVAC System at the Charleston Library. When the present system was installed, several areas of the building were left without air conditioning. Dr. Ranson reported that modifications to the existing HVAC System need to be examined through a heat-loss study to determine whether our system can accommodate the extra load of heating and cooling the additional areas of the library. Upon motion of Mr. Santrock, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Board authorizes the Director and Administrative Services Officer to seek bids for the modifications to the HVAC system at the Charleston Library and, with a member of the Support Services Committee, to review the bids submitted; and

FURTHER RESOLVED, That they are authorized to award a contract for the modifications in an amount not to exceed $60,000, which amount may be drawn from the unrestricted fund balance for FY 1990-91.

Mr. Santrock advised that the Support Services Committee had considered and recommended the sale of the surplus 1979 model bookmobile since the new 1990 bookmobile was in operation; also the sale of the of surplus Displaywriter word processing system which has been replaced by micro computers. Upon motion of Mr. Santrock, seconded by Mrs. Smith and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be authorized to publicly advertise, in the Charleston newspapers, the sale of the surplus 1979 model bookmobile and a surplus IBM Displaywriter and to sell said items to the highest bidder if, in their judgement, an adequate bid is received.

Financial Affairs Committee. Mr. Kauffelt, Chair, reported on the meeting of the Financial Affairs Committee held August 6, 1990. Mr. Jay Thomas of One Valley Bank reported on the liquidation of the securities the Library received from the Jacobson endowment and furnished the members with a statement on the account.

Kanawha County Public Library Encumbered Expenses. Mr. Kauffelt reported that certain balances in the amount of $283,379.02 for goods and services ordered by the Kanawha County Public Library for FY 1989/90, but not actually spent

in that year be carried over into the next fiscal year in order to pay invoices received after July 1, 1990.

Upon motion of Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

RESOLVED, That certain balances specifically authorized to be spent in FY 1989/90, but not actually spent in that year be carried forward and paid after July 1, 1990 and the total amount of $283,379.02 be added to the budget for FY 1990/91 as follows:

1989/1990 ENCUMBERED EXPENSES

Advertising	$ 491.19
Automation Supplies	2,878.35
Bookmobile Repairs and Maintenance	291.70
Bookmobile Purchase	80,499.76
Building Improvements	65,109.25
Building Repairs and Maintenance	6,927.65
Equipment Repairs and Maintenance	698.05
Furniture and Equipment	13,865.37
Housekeeping Supplies	623.99
Interviews	454.26
Library Materials	74,500.00
Library Supplies	2,691.42
Office Supplies	1,425.58
Postage	119.59
Printing	134.85
Refunds	117.95
Salary Substitute Para-Professional	28,076.00
Staff Travel and Training	2,096.40
Software and OCLC	1,823.44
Vehicle Gasoline and Oil	283.28
Vehicle Repairs and Maintenance	270.94
	$283,379.02

Purchase of Furniture, Equipment and Building Improvements. Mr. Kauffelt reported that the Library Director had prepared a list of major furniture, equipment and building improvements to be purchased during fiscal year 1990/91. Ms. Wright explained the Library's need for these items.

Upon motion of Mr. Kauffelt, seconded by Dr. Bannerot,

and unanimously carried, the following resolution was adopted:

RESOLVED, That the purchase of the following items be authorized:

Item	Account to be Charged	Cost not to Exceed
2 Disc Drives	Automation Equipment	$15,000
2 Copy Machines	Equipment	7,500
3 Tables and 12 Chairs	Equipment	3,600
1 Reader Printer	Equipment	5,000
Security Gates	Equipment	8,000
Computer Cassette Tape Drive	Automation Equipment	7,000
1 Microcomputer and printer	Automation Equipment	5,000
	TOTAL	$51,100

FURTHER RESOLVED, That the Library Director is authorized to proceed with purchase of such of the above items available through State contracts, where appropriate; and

FURTHER RESOLVED, To proceed with purchase of such remaining items costing less than $3,000 but more than $1,000 by obtaining at least two written quotations; and

FURTHER RESOLVED, That the Library Director is authorized to develop specifications and proceed with the bid process for such of the remaining above items costing more than $3,000.

Nitro Library. Mr. Kauffelt reported that $5,434.41 authorized by the Nitro Library for FY1989/90 had not actually been spent. This amount should be carried over for the Nitro Library into the next fiscal year for bookkeeping purposes.

Upon motion of Mr. Kauffelt, seconded by Dr. Bannerot,

and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director is hereby authorized to carry forward from the FY 1989-90 budget to the FY 1990-91 budget $5,434.41 in unspent funds for the Nitro Library.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 10, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 10, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mr. Santrock
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mrs. Smith
Mr. Ray	Mr. Smith

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Terri McDougal, Head of Children's Services, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the August 13, 1990 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $21,426.84 and General Bills in the amount of $37,253.30 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $17,540.42 duly certified and approved in accordance with the

Bylaws and on motion of Dr. Bannerot, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August, 1990. Included were the following:

> August marked the conclusion of a very successful summer reading program. Terri McDougal and Donna Gettys presented a puppet show in most locations. Sissonville Library staff and Board presented a Beach Blast on August 2. They had a wide variety of activities such as a stuffed animal contest, a contest for the best decorated sunglasses, a balloon toss and a visit from the Sissonville Fire Department who cooled everyone down. The grand finale was a children's concert on August 4 presented by Larry Groce. Approximately 350-400 people attended this concert. This was extremely successful with a number of families attending including a number from our branch communities.
>
> Our Reference Department was the site of action for two film crews during August. On August 23, Dan Shreve of Motion Masters shot a segment of video being prepared for schools. The scene had to do with a student who put off his assignment until the last minute and has brought his family to the library to help him. On August 28, a film crew from the ABC program Prime Time Live shot a segment concerning a reporter doing a story. The journalist was Donald Barnett an award winning reporter with the Philadelphia Inquirer who is doing a series on business closings and the effect on the community. The research he was doing here concerned Heck's closing. He was very complimentary of our reference section.
>
> The new bookmobile participated in the Grand Feature Parade during the first day of Regatta. We thought it would be a good way to show it off. As all vehicles had to be decorated, we had quite a challenge but as always out staff met the challenge.
>
> August 25 was also our annual booksale. Through a lot of hard work by Adrienne Worthy and with the assistance of McCabe-Henly we were able to use the space formerly occupied by Office Shop Warehouse on the KRT Transit Mall. Because we had so much more space compared to past sales, we were able to have most of the books on display and people could get at both sides of the tables and it was air conditioned.

We offered several children's story times to allow parents to browse freely. As a result we made $6,700, more than double any previous sale.

Reports of Committees

Long Range Planning Committee. Mrs. Rugeley, Chair, reported on the progress of the Committee with the prioritization of goals and objectives which is the next step in developing a long range plan for the Kanawha County Public Library system. The process has taken longer than anticipated because the Committee wanted to include the staff in this solicitation of goals and objectives.

The one goal with a primary objective that we may consider moving forward with is the Space Utilization and Needs Study - Request for Proposal reviewed by the Space Utilization and Needs Committee at the Board Meeting held on December 14, 1989. Ms. Wright stated that it would be beneficial to the Board to have a consultant come in and evaluate the services the Kanawha County Public Library System is delivering, our budgetary situation, along with the previously approved space needs study. After a detailed discussion, upon motion of Mrs. Rugeley, seconded by Mr. Smith, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director in consultation with the Chair of the Space Needs and Utilization Committee be authorized to advertise a request for proposal for an evaluation of all facets of library service in relation to our projected budgetary picture as well as conduct a space needs and utilization study for the Charleston Library and branch libraries.

Mrs. Rugeley thanked and commended the Board for their careful deliberation on this matter.

Authorization For Travel.

Ms. Wright reported on a workshop "Understanding Federal Statistics" to be conducted by the Bureau of the Census in Arlington, Virginia, October 22-25, 1990, and requested that Linda Miller of our Reference Department be allowed to attend. Upon motion of Mr. Smith, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

> RESOLVED, That Linda Miller be authorized to attend the workshop "Understanding Federal Statistics" conducted by the Bureau of the Census in Arlington, Virginia, October 22-25, 1990 and that her expenses be paid in an aggregate amount not to exceed $900.

Staff Presentations

Summer Reading Program - Terri McDougal, Head of Children's Services. Terri reported that the theme for the summer reading program was Secrets of the Deep and it was a big success. This year's participation increased from last year with 2,300 young people signing up and 1,800 participating throughout the entire reading program. 30,815 books were read by 1,800 young people in an eight-week period, an increase of 2,892 over last year's program.

The many interesting programs, activities, and outside speakers generated local interest resulting in eager participation. Donna Gettys spent many hours obtaining pictures, posters, food and video coupons, and gift certificates from local book stores. Approximately $9,500 in

donated prizes were used to entice the interest of young readers during the summer reading program.

Tour of new bookmobile - Judy Duncan, Head of the Extension Department. The members of the Board were provided with a tour of the new bookmobile by Judy Duncan. Judy provided the members with a brochure, fact sheet, and overview of pertinent information about the new bookmobile.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 8, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 8, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Rolston	Mr. Smith
Mrs. Rugeley	Ms. Thomas

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mrs. Marsha Holliday, Personnel Manager, and Ms. Jacque Ware, Administrative Assistant.

Dr. Bannerot, First Vice-President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the September 10, 1990 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $29,060.88 and General Bills in the amount of $67,983.61 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $1,318.44 duly certified and approved in accordance with the

Bylaws and on motion of Mr. Rolston, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Directors's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September, 1990. Included were the following:

> The second annual staff development day was held on September 12. Judging by the evaluations received, the staff thought it was very informative. All staff attended a half day session on patron service. Other sessions that were offered by library staff include interlibrary loan presented by Elizabeth Fraser; reader's advisory service-David Schau; mystery writers-Sara Sue Wright; science fiction writers-Susan Harper; young adult books-Kim Dankovich; DOS computer software commands-Claudia Benton and new children's books presented by Terri McDougal. Each of these staff members are to be commended for preparing and presenting such informative sessions. A special word of appreciation also to Marsha Holliday, Personnel Manager, and her assistant Velma Jackson for all their hard work on this project.
>
> Two of the four Compton's Encyclopedias on compact disc from the recent Clay Foundation grant have been installed in the Charleston Children's Services Department and the children's area at St. Albans.
>
> A special newsletter was published by Adrienne Worthy and sent to all teachers and principals. The newsletter featured library services that would be of interest to educators.
>
> The first floor of the St. Albans Library and several small office areas in Charleston were carpeted during September. Work was begun last Monday to replace the rear elevator. This project is expected to take approximately six weeks. A sampling of the programs offered to the public during September include 55 children with teddy bears and parents attending a Teddy Bear Extravaganza at St. Albans; stress management workshops at St. Albans and a workshop for day-care teachers offered by Charleston Children's Services. Linda Hill, Elk Valley librarian, spoke to the Elk Valley Community Woman's Club; Jean Andrews, Clendenin Branch manager spoke to the Clendenin Woman's Club; and Alice Riecks, Cross Lanes librarian, made presentations to faculty members at Boreman and Pt. Harmony elementary Schools.

Mrs. Sloan and I have been selected as delegates to the Governor's Conference on Libraries and Information Service that will be held at the Cultural Center Thursday through Saturday of this week. Also a reminder that the annual conference of the West Virginia Library Association will be held at the Marriott beginning Thursday.

Reports of Committees

Long Range Planning Committee. Mrs. Rugeley, Chair, reported on the Long Range Planning Committee meeting held September 17, 1990. The evaluations of the prioritized Goals and Objectives provided by the Kanawha County Public Library supervisory staff and library board members were reviewed. The basic goals of most importance to the Kanawha County Public Library System are listed in priority order:

FUNDING. Funding had to be considered as the foundation and basis underlying the goal processes. Obtaining funding will make it possible for KCPL to address the following goals:

I. SPACE

II. SERVICE

III. PERSONNEL

The Long Range Planning Committee wants to ensure that everyone - KCPL Board members and staff have the opportunity to work on the long range planning process. Mrs. Rugeley invited members of the Board to speak out and participate in the planning process and the invitation was well received by the attending members. Dr. Bannerot suggested that the Chair or a member of each active committee work on this expanded effort to set up a time framed action plan.

Support Services Committee. Mr. Santrock, Chair. In the absence of Mr. Santrock, Mr. Kauffelt reported on a meeting of the Support Services Committee held Monday, October 8, 1990, prior to the Board meeting.

Property and Casualty Insurance. The Library System's property and casualty insurance, with DeVan & Company, is coming up for renewal January 18, 1991. Upon motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to seek bids for the Library System's property and casualty insurance for the period from January 18, 1992 and that, in conjunction with a member of the Support Services Committee, to award contract for said insurance.

Security Gates. Mr. Kauffelt reported that a resolution adopted at the August 13, 1990 Board meeting permitted the purchase of security gates at the front entrance of the Charleston Library at a cost not to exceed $8,000. Ms. Wright reported that after reviewing several options of security gates with 3-M Company it was decided in order to allow clear passage of patrons entering and exiting the library that the turn-style gates should be eliminated.

Upon motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the resolution passed at the August 13, 1990 Board Meeting permitting the purchase of security gates at a cost not to exceed $8,000 be amended to permit the purchase of said gates at a cost not to exceed $11,000.

Financial Affairs Committee. Mr. Kauffelt, Chair, reported on a meeting of the Financial Affairs Committee held Thursday, October 4, 1990. The Committee is reviewing the employees health-care benefits under the West Virginia Public Employees Insurance Act and will make a full report to the Board as soon as all the information is assembled.

New Business

Annual Conference, West Virginia Library Association. The Director reported that the Annual Conference of the West Virginia Library Association is being held in conjunction with the White House Conference on Libraries in Charleston, West Virginia October 11-13 and invited interested members to attend.

There being no further business, the meeting was adjourned.

Richard G. Bowman, Jr.
First Vice-President

Linda M. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 15, 1990

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 15, 1990, in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Ray
Ms. Chilton	Mr. Rolston
Mr. Fontalbert	Mrs. Russell
Mrs. Glasser	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Ms. Thomas

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mrs. Marsha Holliday, Personnel Manager, Ms. Jacque Ware, Administrative Assistant and Mr. Frank Proud, CPA, Simpson and Osborne, Certified Public Accountants.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Ray stated that the purpose of the meeting was to review and consider the Kanawha County Public Library employee's health insurance coverage under the West Virginia Public Employees Insurance Act (The Act).

Mr. Kauffelt, Chair, Financial Affairs Committee reported that changes made in the Kanawha County Public Library's group health insurance plan, implemented on July 1, 1985, resulted in a conflict with the language of the Act. Recently, the

Kanawha County Public Library Administrative staff has examined statements of deductions for health insurance premiums charged to employees since 1985 and determined that a number of employees were charged more than they should have been for premiums. Mr. Kauffelt stated that the Financial Affairs Committee recommends that the overpayments for premiums be reimbursed to the employees.

Ms. Sandy Thomas reported that Mr. Frank Proud, a Certified Public Accountant with the accounting firm of Simpson and Osborne, had reviewed the statements of deductions for premiums paid by the employees from 1985 to the present and found the methodology and computations used by the Library staff to calculate the amount of the overpayments to be reasonable and accurate.

Upon motion of Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director is hereby authorized to determine the amount of any refunds due Library employees for overpayment of PEIA premiums from July 1, 1985 to the present and make payment of such refunds; and

FURTHER RESOLVED, That the Library Director is hereby authorized to withdraw $60,000 from the unrestricted fund balance for the purpose of paying any PEIA premium refunds due Library employees.

Mr. Kauffelt then stated to the meeting that The Act requires the library to pay the premiums for single or family health insurance coverage at the election of the employee.

After further discussion, upon motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted:

RESOLVED, That from and after November 1, 1990, the Library will make available to its employees the health insurance benefits provided by the West Virginia Public Employees Insurance Act as amended.

Upon motion of Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director is hereby to expend up to $175,000 from the unrestricted fund balance to pay the additional cost of paying PEIA premiums for fiscal year 1990-91, and the appropriate line item of the budget is hereby amended to reflect the amount of such a payment.

There being no further business, the meeting was adjcurned.

John L. Kay
President

Linda W. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 12, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 12, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Santrock
Ms. Chilton	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Mr. Smith
Mr. Rolston	Ms. Thomas
Mrs. Rugeley	Dr. Wallace
Mrs. Russell	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Dr. Bannerot, First Vice-President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $52,235.29 and General Bills in the amount of $111,955.87 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $1,697.90 duly certified and approved in accordance with the Bylaws and on motion of Mr. Moss, seconded by

Mrs. Rugeley, and unanimously carried, it was ordered that the bills set on the said list be paid.

PEIA Refunds. The Library Director submitted the PEIA refunds in the amount of $57,695.16 duly certified and approved in accordance with By-laws and resolution adopted October 15, 1990, on motion of Mr. Moss, seconded by Ms. Thomas, and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October, 1990. Included were the following:

> October brought the Library quite a bit of publicity. The publicity was for the most part an outgrowth of two programs. We received 2400 entries representing 79 schools in our second annual Write for Fright contest. This is double the entries received last year. Thirteen winners were selected. The stories and poems of the winners were recorded with appropriate sound effects and played on WQBE on Halloween night. The other program was the third presentation of Imagination Celebration. Four storytellers presented tales on Sunday, October 28 to an appreciative audience of 200 at the Capitol Plaza Theater. Many staff members were involved in these successful programs. Adrienne Worthy, Terri McDougal and Donna Gettys of the Children's Department were instrumental in organizing and publicizing them.
>
> For the second year the Library had a booth at the annual Cavalcade of Trade sponsored by the Chamber of Commerce. The booth was again donated by Chambers & Paterno. Elizabeth Fraser of the Charleston Reference Department coordinated the materials for the display and the staffing was contributed by Elizabeth as well as other members of the Reference staff Sara Sue Wright, Linda Miller, Vicky Cox and Kim Dankovich; Jo Ellen Flagg, Branch Services; and David Schau, Dunbar Branch Librarian.
>
> Other October events included each branch as well as the Charleston Children's Department began the fall session of storytime programs. Work continued on the rear elevator. Unfortunately

problems were encountered in extending the shaft that has put the project three weeks behind schedule.

Adrienne Worthy has submitted her resignation effective November 30, to become Director of the West Virginia Women's Commission.

Reports of Committees

Long Range Planning. Mrs. Rugeley, Chair, reported on the Long Range Planning Committee meeting held November 12, 1990. The items discussed by the Committee are:

Capitol Plaza Theater. Mrs. Rugeley explained that the Library has been offered the Capitol Plaza Theater located adjacent to the back of the library on Summers Street. After touring the Capitol Plaza Theater and investigating its possibilities, it was found that the facility had many potentially costly problems to be considered. There was also discussion of our mission and how the theater did not fit within those parameters.

After a preliminary investigation into the gifting of the Capitol Plaza Theater, it was the consensus of the members of the Board of Directors that they had no interest in this building.

Friends of the Library Group. The Committee has discussed the feasibility of creating a Friends of the Library Group. Information was provided to members of the Board for their consideration. Due to the resignation of the Community Liaison Officer, Adrienne Worthy, further consideration of the formation of a Friends group is delayed until a later date.

Support Services Committee. Mr. Santrock, Chair, reported on several equipment items belonging to the Library that need to be surplused, requiring public advertisement. Upon motion of Mr. Santrock, seconded by Ms. Thomas and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to publicly advertise the sale of the following surplus computer equipment and to sell said items to the highest bidder if, in her judgement, an adequate bid is received:

1. Four (4) Hewlett-Packard Disc Drives, model 7933A

2. One (1) Hewlett-Packard 1600 BPI Tape Drive, model 7974A

3. One (1) Hewlett-Packard Printer, model 2631A

Nitro Branch Library Open House. Mr. Santrock invited the members of the Board to the Nitro Branch Library Open House to be held Sunday, December 9, 1990, from 2:00-5:00 p.m.

New Business

The Director introduced Elizabeth Fraser, Charleston Reference Librarian who made a presentation on Interlibrary loans and the Foundation Center materials.

Ms. Fraser explained the purpose of Interlibrary loans which is to broaden the library's resources avoiding duplication of materials, thus reducing costs. Kanawha County Public Library lends many more materials than we borrow from other libraries due to the size and scope of our collection. When we do borrow materials it is mainly from academic institutions.

Kanawha County Public Library is the Foundation Center site for West Virginia. The purpose of the Foundation Center of New York is to disseminate information to the public about foundations and grants that are available for nonprofit organizations. As a member we receive hundreds of dollars of free material.

There being no further business, the meeting was adjourned.

FIRST VICE-PRESIDENT

SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 10, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 10, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mr. Santrock
Mr. Fontalbert	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Ray	Mr. Smith
Mr. Rolston	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Jacque Ware, Administrative Assistant.

Approval of Minutes. The minutes of the meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount of $26,810.02 and General Bills in the amount of $65,715.68 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $2,969.29 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston,

and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November, 1990. Included were the following:

> The Marmet Branch Library held an open house on November 3. Over 100 people attended this event. Fortunately it was a beautiful warm day so refreshments were served outside as there would not have been space in the library for all the people. It is always a pleasure to attend these events as I am able to meet some of our loyal patrons who are so appreciative of the library. There were also many comments made about the very good service provided by our staff members Treletta Wallace, Branch Manager, and her assistant Debbie Russell.
>
> The week of November 12th through 18th was Children's Book Week and Fine Free Week. We mailed letters to over 2,500 patrons who had overdue materials from the period March through October 1990. I appreciate the work of the Automation staff and the Administrative Office staff in preparing this mass mailing. 5,531 overdue items were returned during Fine Free Week; over 4,800 of these items were returned at the Charleston Library. This was one of the most successful fine free weeks we have had. However, we still have over 20,000 overdue items. Because our staffing situation has improved in the Circulation Department we have been able to give the person working on overdues, Glenna Weese, more time off the public desk to work on these. As a result of her efforts over $3,800 worth of materials were returned in November.
>
> Thirty staff members attended a variety of workshops during November. Most of these staff members attended seminars offered by Smart Services. We took advantage of an offer of discounted prices for these seminars so we were able to send many more people than would otherwise have been the case.
>
> A new telephone system was installed at the St. Albans Branch during November. We had had increasing difficulty getting repairs made and due to the increased usage we needed more telephones than the three the old system could accommodate.

The back elevator should be operating this week. It is currently having its electronic components "fine tuned", which is the last step before it becomes operational. The new security system for the Charleston Library has been delivered and will be installed next week.

Yesterday afternoon the Nitro Library had an open house to celebrate the completion of the new addition which doubles the space that they have had. The Cross Lanes Board continues to raise community awareness of its campaign to expand the Library. On Friday evening I attended a tree lighting program at the One Valley Branch in Cross Lanes. One Valley had sponsored a design a tee-shirt contest with regard to Project EX. The winner who was awarded a $200 savings account was announced at this tree lighting program. The Cross Lanes Board has hired architect Jerry Goff to work with them and KCPL to develop a general schematic drawing for the proposed interior and exterior of the building and to provide a cost estimate for this addition. The Board believes this will give them better information to use when approaching community organizations for funds.

Reports of Committees

Financial Affairs. Mr. Kauffelt, Chair, reported on the meeting of the Financial Affairs Committee held prior to the Board meeting.

Jacobson Endowment. Mr. Kauffelt advised that Jay Thomas, Account Administrator, One Valley Bank, reported on the investment review and current valuation of the Jacobson Account. A statement of the account was provided, reflecting the par value of the various assets purchased in each of the four investment areas and the cash flow that the Library can expect to realize. Once the 1991/1992 budget is developed the Board will need to determine the amount of income to be used.

1989/1990 Audit - Trainer, Wright & Paterno.

Copies of the 1989/1990 Audit Report prepared by Trainer, Wright & Paterno were provided to board members. Mr. Kauffelt discussed the audit report. After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the "Kanawha County Public Library Financial Statements Cash Basis, Year Ended June 30, 1990" being the audit report for the fiscal year 1989/1990 prepared by Trainer, Wright & Paterno be received and filed.

Mr. Kauffelt reported about a problem addressed under Condition 1 of the Auditor's Report on Internal Control. Certain matters involving the internal control structure and its operation considered to be reportable conditions were addressed in the audit.

Mr. Kauffelt explained that the Kanawha County Board of Education acts as fiscal agent for the Library and maintains the cash accounts and the accounting records. The Library's account technician prepares financial statements from reports generated by the Board of Education. The cash balances shown in the Library's financial statements do not agree to the bank reconciliations prepared by the Board of Education. It was recommended that the monthly and annual financial statements be reconciled to the accounting records prepared by the Board of Education. Steps have been taken to make this change, the Financial Affairs Committee will report back to the Board.

The Long Range Planning Committee is in the process of

considering a proposal for the creation of a Development Office. The Long Range Planning Committee solicited input from the Financial Affairs Committee and if needed a joint meeting could be scheduled for the two committees. The consensus of the Financial Affairs Committee is that they believe a Development Office would be beneficial but the funds for establishing such an office would need to come from outside the regular budget.

Governor's Conference on Libraries and Information Services Summary. Ms. Wright reported on the Governor's Conference on Libraries and Information Services Summary held October 11-13, 1990. The main issues discussed addressed productivity, democracy and literacy. Over 200 delegates attended the conference and were encouraged to share their ideas and recommendations for libraries in West Virginia. The recommendations were considered by the conference delegates and were voted on. Those recommendations approved will be carried to the White House Conference to be held July, 1991. Ms. Wright shared the approved recommendations with the Board members.

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda M. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 14, 1991

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 14, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Russell
Ms. Chilton	Mrs. Smith
Mrs. Glasser	Mr. Smith
Mr. Kauffelt	Ms. Thomas
Mr. Ray	Dr. Wallace
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Jacque Ware, Administrative Assistant.

Approval of Minutes. The minutes of the meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Dr. Wallace, and unanimously carried, the payment of Book Bills in the amount of $21,843.65 and General Bills in the amount of $65,525.05 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $434.49 duly certified and approved in accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Dr. Wallace,

and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December, 1990. Included were the following:

> During December we held the third annual Food for Thought, Food for Fines campaign. Fines were forgiven with the donation of a can or box of food. We collected 6,432 food items during December. This amounted to 832 more items than last year. 3,366 fines were forgiven in the amount of $9,900. We obviously had a number of people who brought in food who did not owe fines. We have received several notes of appreciation from the food banks and food pantries who have received the food we collected. The members of the staff are to be congratulated for their very successful efforts to publicize this campaign and to handle the collection and pick up of the food items.
>
> We were able to accomplish the completion of several improvement projects during December. The new security system for the main entry of the Charleston Library was installed. The new back elevator became operational. The card catalogs were withdrawn from the first floor. New roof gutters and downspouts were installed at Elk Valley and an awning was erected at the front entrance to try to prevent further water damage. The carpeting at Elk Valley was also replaced. Fred has put in many hours to get these projects accomplished and and I appreciate his perseverance in working with these various contractors. Fred also completed the drafting of the specifications for the request for proposal for the space consultant. This Request For Proposal has been advertised locally, sent to library space consultants and will be advertised in a national library publication this week.
>
> Three high schools, Capitol, Dupont and St. Albans, are now operative on the school account. The next high school will be Herbert Hoover.
>
> Kim Dankovich of the Charleston Reference staff is to be congratulated for the completion of a thorough review of the holdings in our pamphlet files. As a result of all her efforts a very large number of outdated items were withdrawn and seven vertical

files were removed from the first floor and can be used in other units of the system.

The St. Albans Library hosted a program by author Becky Wilson-Kelly, the daughter of St.Albans architect, Bob Wilson. She has just published her first children's book Mother Grumpy's Dog Biscuits. 90 people attended this program. Becky was an avid user of the St. Albans Library as a child.

Deborah Musser of our Technical Services staff is to be congratulated for uncovering the fact that our major book vendor, Baker & Taylor, should not be charging us for shipping. They apparently have always done so. They have agreed to issue a credit for the charges we can document. So far photocopies of invoices from 1985-1990 have been made and to date the total is $11,700. This will increase as the older invoices are taken out of storage and reviewed.

Twenty-four members of the supervisory staff attended two half-day workshops conducted in-house by Jane Smith using the Myers-Briggs Type Indicator to access personality types. The purpose of these workshops was to make supervisors more aware of their own personality type and how to work with those with differing personality types. Marsha Holliday suggested this workshop and made the arrangements for it.

December did not live up to its typical pattern of being a very slow month. Although we did circulate less materials than we do on an average month, our system wide circulation was up 22% from December 1989.

Marsha Sparkmon joined the staff in mid-December as our new Public Relations Officer. Marsha has an undergraduate degree from Marshall in journalism and public relations and has previous experience working at Heck's, as news editor at the Montgomery Herald as well as working for the Muscular Dystrophy Association and Salem College.

Reports of Committees

Financial Affairs. Mr. Kauffelt, Chair. Mr. Ray reported on the financial situation at the Kanawha County Commission. Due to the County's financial dilemma they have requested deferrment of the January and February payments

to the Library until March, 1991, when they will make three payments (January, February and March). The Library receives a monthly payment of approximately $82,800 from the Kanawha County Commission. It is the Board's intent to meet with the County Commissioners to obtain more information about this matter. After the meeting with the Kanawha County Commission the members of the Board will be informed of the findings.

Municipal Contributions for FY 1991/92 - The Director reviewed the 1990/91 Municipal Contributions with the Board and explained the proposed increases for 1991/92. Upon motion of Mr. Kauffelt, seconded by Ms. Chilton and unanimously carried, the following resolution was adopted:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 91/92:

MUNICIPAL CONTRIBUTIONS

Clendenin	$ 4,234
Cross Lanes	$ 3,000
Dunbar	$26,103
Elk Valley	$ 3,000
Glasgow	$ 3,000
Marmet	$ 6,763
Sissonville	$ 3,000
St. Albans	$33,872
	$82,972

Long Range Planning Committee. Mrs. Rugeley, Chair, summarized the findings of the Long Range Planning Committee over the past several months, identifying the basic goals and objectives as Space, Service and Staff. In trying to develop a skeleton plan it became very evident that the goals and objectives could not be implemented without additional

funding. The Committee highly recommended the creation of a Development Office for the purpose of obtaining funds for various types of resources, services and programs in order to implement the priority goals for the Kanawha County Public Library system. Upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, Upon recommendation of the Long Range Planning Committee with input from members of the Board of Directors, staff and community, the Board of Directors determines that the priority goals for Kanawha County Public Library are space, service and staff.

Upon motion of Mrs. Rugeley, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

WHEREAS, The Board of Directors has determined that the priority goals for Kanawha County Public Library are space, service and staff; and

WHEREAS, Since demands for library services are increasing and public funding sources are decreasing, the Library must seek additional sources of funding in order to implement its priority goals;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors hereby recognize the necessity and commits to the establishment of a Development Office for the Library.

New Business

Authorization For Travel.

Ms. Wright reported that the Children's Literature Conference sponsored by Ohio State University, would be held in Columbus, Ohio, January 24-26, 1991, and requested that two staff members be allowed to attend. Upon motion of

Mrs. Glasser, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

> RESOLVED, That two staff members be authorized to attend the Children's Literature Conference to be held in Columbus, Ohio sponsored by Ohio State University, January 24-26, 1991 and that they be reimbursed for a portion of their expenses not to exceed $300.

Ms. Wright also reported that the Fourth National Conference of the Public Library Association is to be held in San Diego, California, March 20-23, 1991, and requested that three staff members be allowed to attend. Upon motion of Dr. Wallace, seconded by Mrs. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That three staff members be authorized to attend the Fourth National Conference of the Public Library Association in San Diego, California, March 20-23, 1991 and that expenses be paid in an aggregate amount not to exceed $3900.

The Director announced that the Library Appreciation Day Dinner would be held February 25, 1991, at the Charleston Civic Center, the speaker being author, Stephen Coonts known for his book, Flight of the Intruder.

There being no further business, the meeting was adjourned.

John L. Ray
President

Cindy G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 11, 1991

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 11, 1991 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Rugeley
Mrs. Chilton	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mr. Smith
Mr. Ray	Ms. Thomas

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mrs. Marsha Holliday, Personnel Manager and Ms. Jacque Ware, Administrative Assistant.

Approval of Minutes. The minutes of the meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the payment of Book Bills in the amount of $48,951.93 and General Bills in the amount of $48,287.28 was approved and transmitted for payment by the Library Director to the Board of Education for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $916.22 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas

and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January, 1991. Included were the following:

> January was the busiest month in the history of the Library. Over 92,000 items were circulated. This is an increase of 8-1/2% over January 1990. Each member of the staff is to be congratulated for their efforts to handle this extra heavy volume of activity. It seems that science fair and social studies fair projects combined with the annual owlympics reading promotion program resulted in this explosion of activity. We also answered numerous questions from adults and students resulting from the mid-East conflict.
>
> Three winners were selected in the photography contest with the theme Year of the Lifetime Reader. These winners will be submitted as entries in a national photography contest sponsored by the American Library Association. The winners are currently on display on the first floor.
>
> To try to smooth the transition from card catalog to computer a staff member has been assigned at busier times to be available in that area to assist patrons using the terminals. Approximately 900 people received this assistance during January. It is due to the cooperation and service commitment of the members of the staff in the Circulation, Reference and Technical Services Departments that we have been able to manage this extra service at our busiest time of the year.
>
> Some of the other extras that were managed were conducting school class visits at the Cross Lanes, Elk Valley, St. Albans and Sissonville branches and the Childrens and Reference Departments for over 1100 students, two special bookmobile visits to elementary schools and a workshop on storytelling techniques for child care workers presented by our childrens' librarians.

Reports of Committees

Financial Affairs. Mr. Kauffelt, Chair, reported on the meetings of the committee held February 4, 1991 with a

continued meeting held February 7, 1991, for the purpose of discussing the proposed FY1991/1992 Budget. Mr. Kauffelt reviewed the major points in the budget proposal.

After discussion, on motion duly made by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried. the budget of the Kanawha County Public Library for 1991/1992 as presented to the Board at this meeting and shown on the written statements attached to the minutes of this meeting, was approved.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Upon motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1991, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha authorized by the said statute, in order to

provide for the support, maintenance and operation of Kanawha County Public Library.

Upon motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1991, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Upon motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1991, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance

with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Kanawha County Commission Matter - Mr. Kauffelt reported that the County Commission has not made payment to the Library for the month of January. Mr. Kauffelt, Mr. Ray and Ms. Wright met with the Commission's attorney, Ms. Betty Caplan, Sheriff Art Ashley and Mr. Michael Greenleaf to try to obtain more information about this matter. Upon motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the Board of Directors of the Kanawha County Public Library authorized the President of the Board to take such action as he feels necessary to obtain the Library's money from the Kanawha County Commission.

New Business

Purchase of Personal Computers. Three (3) new personal computers are needed to accomplish the objectives of a Federal Literacy Grant recently received by the Library. In addition, two (2) personal computers are needed to continue the program of providing a personal computer for each major unit of the Kanawha County Library system. Upon motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following

resolution was adopted:

> RESOLVED, That the Library Board authorizes the Library Director and the Administrative Services Officer to seek quotes from the pricing lists of the Federal General Services Administration and the West Virginia State Department of Purchasing for five (5) personal computers and the necessary peripherals and to purchase said computers at the lowest price quoted for the desired equipment. Three (3) of the computers are to be purchased with funds from the Federal Literacy Grant and two (2) are to be purchased with KCPL-budgeted "automation equipment purchase" funds. The total purchase price is not to exceed $23,000.

Upgrade of Mini Computer. Ms. Wright reported that the West Virginia Library Commission has funds available to be used as matching funds for the purpose of updating automation equipment. Kanawha County Public Library's (KCPL) computer system is rapidly becoming obsolete as a new line of microcomputers has been released by Hewlett Packard in the past 18 months. An upgrade of our equipment will be required in the near future as Hewlett Packard and/or VTLS will undoubtedly announce that they will discontinue support of the line models of our current machine. If the equipment is ordered before May 1, 1991, there would be a $50,000 savings realized. Since there are several libraries in the state considering applying for the state funding and as that funding is limited, the Library should make application for this money as soon as possible in order to realize the vast savings. Upon motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the Library Director was authorized and directed to make application for the funds available through the West Virginia State Library Commission, to be matched by

KCPL, in order to upgrade the existing mini computer system.

Proposal regarding creation of downtown historic district. The Director reported that the Board had been approached to vote on whether or not it wanted the downtown area to be classified as a Federal Historic District. After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, it was moved that the Director submit the necessary forms voting against the concept of creating a Federal Historic District in downtown Charleston.

Authorization for Travel. Ms. Wright reported that a Bookmobile Conference will be held in Greensboro, North Carolina, April 4 & 5, 1991, and requested that two staff members attend. Upon motion of Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

> RESOLVED, That two staff members be authorized to attend the bookmobile conference "The Book Stops Here" to be held in Greensboro, North Carolina, April 4 & 5, 1991, and that expenses be paid in an aggregate amount not to exceed $450.

Library Legislation. Ms. Wright discussed the importance of contacting the legislators to support legislation for additional State funds for public libraries. If the 3% reduction recommended in the Governor's proposed budget is passed, the Library will stand to lose approximately $30,000. Also she encourgaged Board members to support legislation which will exempt services the Library provides its users from the provisions of the Consumer Sales Tax (Senate Bill 336 and House Bill 2543) and the House Joint Resolution 7 relating to

the percentage of vote required to pass an excess levy for libraries, requiring a simple majority vote rather than a 60% vote as the law now requires.

There being no further business, the meeting was adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

1991/1992 BUDGET

INCOME

Levying Authorities	1990/1991	1991/1992
Board of Education	993,630	1,074,102
County Commission	993,630	1,074,102
City of Charleston	367,273	402,831
Subtotal	2,354,533	2,551,035
State Grants		
Grant In Aid (@ 2.95 per capita for 91/92)	582,309	552,031
Nitro Administrative Fee	3,700	3,700
Special Grant	37,500	37,500
Institutions Grant	14,000	16,944
Subtotal	637,509	610,175
Branch Support		
Clendenin	3,979	4,234
Cross Lanes	3,000	3,000
Dunbar	24,167	26,103
Elk Valley	3,000	3,000
Glasgow	3,000	3,000
Marmet	6,166	6,763
St. Albans	32,426	33,872
Sissonville	3,000	3,000
Subtotal	78,738	82,972
Other		
Fines and Fees	40,000	52,000
Interest	32,000	50,000
Miscellaneous	10,000	24,000
Drawdown from Unrestricted Fund Balance	50,000	53,502
Carry Forward for Bookmobile	68,486	
Grants for Bookmobile	12,500	
Jacobson Fund	30,000	40,000
Subtotal	242,986	219,502
GRAND TOTAL	3,313,766	3,463,684

KANAWHA COUNTY PUBLIC LIBRARY

1991/1992 BUDGET

EXPENDITURES

	1990/1991	1991/1992
Salaries		
Full-time Professional	602,606	650,590
Part-time Professional	40,846	33,291
Full-time Paraprofessionals	968,261	1,048,292
Part-time Paraprofessionals	152,372	193,159
Substitute Professionals	13,000	8,300
Substitute Paraprofessionals	21,302	23,700
Subtotal	1,798,387	1,957,332
Benefits		
FICA	137,577	149,879
Health Insurance	121,520	198,903
Dental Insurance	14,940	17,200
Vision Insurance	2,998	3,870
Disability Insurance	5,500	6,500
Workers Compensation	8,992	11,000
Unemployment Compensation	12,000	15,000
Subtotal	303,527	402,352
Salaries & Benefits Subtotal	2,101,914	2,359,684
Materials for Collection	465,000	487,500

KANAWHA COUNTY PUBLIC LIBRARY
1991/1992 BUDGET
EXPENDITURES - Page 2

Other	1990/1991	1991/1992
Electricity	89,450	87,550
Water	5,380	5,540
Sewerage	2,480	2,435
Natural Gas	7,000	9,000
Fire Service Fee	1,000	1,000
Telephone	33,925	27,625
Trash Removal	1,396	1,800
Office Supplies	12,000	13,380
Automation Supplies	9,000	10,000
Library Supplies	36,180	26,400
Housekeeping Supplies	13,300	13,490
Postage/Freight	27,000	47,070
Printing	7,000	7,000
Programs	4,000	4,000
Refunds	500	750
Interviews	1,200	1,200
Advertising	1,200	1,200
Memberships	2,000	2,300
Audit	3,000	3,000
Property and Casualty Insurance	27,000	25,000
Travel & Training	15,000	16,000
Software & OCLC Expense	30,000	30,000
Building Repair & Maintenance	62,741	49,425
Building Improvements	39,500	39,500
Equipment Repair & Maintenance	20,000	6,420
Equipment Purchase	50,000	40,000
Rental, Equipment & Vehicle	1,000	1,000
Vehicle, Purchase	81,000	0
Vehicle, Gas & Oil	5,600	6,950
Vehicle, Maintenance	4,000	5,000
Automation Equipment	64,000	17,000
Automation Repair & Maintenance	60,000	60,000
Copier Expenses	0	9,300
Rental Copier Expenses	0	10,850
Duplicating Expenses	0	4,315
Miscellaneous		1,000
Subtotal	716,852	586,500
Contingency	30,000	30,000
Long Range Planning	0	0
Other & Contingency Subtotal	746,852	616,500
TOTAL	3,313,766	3,463,684

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 11, 1991

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held March 11, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Moss
Mrs. Chilton	Mr. Ray
Mr. Fontalbert	Mrs. Rugeley
Mrs. Glasser	Mr. Smith
Mr. Kauffelt	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Director reported that letters were sent out to all the local municipalities in January and February, 1991, requesting contributions for fiscal year 1991/92. A letter dated February 8, 1991, was received from Mayor Tucker of Glasgow rejecting the contribution request. The letter reads as follows:

February 8, 1991

Linda Wright, Director
Kanawha County Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Ms. Wright:

Your letter to me of January 28, 1991 respectively submitting a request for the Town of Glasgow to make a contribution of $3,000.00 to support the Glasgow Branch Library for fiscal year 91/92 was discussed at our council meeting of February 4, 1991.

Council is again in firm agreement that the town contributes more than the $3,000.00 requested in that the town does not charge the library any rental fee nor do we charge for utilities used by the library. In addition, we do not charge the library for use of our copy machine.

The Town of Glasgow is operating now, and has been since the loss of Revenue Sharing money and reduction in tax base by $71,000.00 annually due to this loss. As a result we decreased our police protection by two persons and thereby do not have 24 hour police coverage and have cut back on the work hours of our town employees. Morally, we feel that the $3,000.00 you requested would be best used in the interest of our town employees, therefore council has agreed that we cannot honor your request.

If you have any further questions you can reach me at 595-1015.

Sincerely,

P. F. Tucker, Mayor
Town of Glasgow

cc: Council members

In view of the latest correspondence from the Town of Glasgow there was a discussion about a resolution the Board passed several years ago about maintenance of effort regarding local support of branches. Upon motion of Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

RESOLVED, That inquiry be made about the financial condition of the Town of Glasgow and copies of the town's revenues and expenditures for the last three (3) years be obtained for the purpose of re-evaluating the future of library service in the community of Glasgow.

Approval of Minutes. The minutes of the February 11, 1991 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $37,964.47 and General Bills in the amount of $43,049.19 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted the bills to be paid from Special Funds of $633.76 duly certified and approved in accordance with the Bylaws and on motion of Mr. Moss, seconded by Mr. Kauffelt and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February, 1991. Included were the following:

February was more of a normal busy month with over 76,000 items checked out. However, returning to the shelves the 93,000 items circulated in January kept all public service units extra busy.

One of the major ways we serve students during the school year is to encourage teachers to schedule a class visit to the library. Last September we sent a special newsletter to each teacher informing the teacher of the various services the library can provide including class visits. The class visit can be targeted to assist the teacher with a specific assignment or project or can be a general introduc-

tion to the library. Even though there has been a reduction in dollars available for teachers to make field trips, we have noticed very little change in the numbers coming to the library. In February, thirty-seven (37) class visits were made by over 700 students to almost every branch and Charleston. In addition, the bookmobile makes special one-time visits to schools as they can be worked into the schedule. The bookmobile made three special visits in February to Oakwood, Ruffner and Watts elementary schools. I would like to thank all the staff members who contribute to conducting and presenting these class visits. I believe these visits are extremely important as in many instances it is very likely to be the student's first visit to a public library.

Public libraries generally do less programming for adults than children because adults have so many demands on their time that response to adult programs is pretty unpredictable. So it was much to our surprise when 26 people turned out for a program at St. Albans on Sunday afternoon, February 24. Dr. Ken Williamson, the Chairman of the St. Albans Library Board, led a discussion of the book A Brief History of Time by Stephen Hawking. A follow-up session has been scheduled for March.

Over 1000 people were in attendance at the annual Library Appreciation Dinner. I would like to thank Nelle Chilton, Cookie Glasser, Gina Rugeley, Lottye Russell and Parker Smith for attending. There were also Board members in attendance from a number of the branches. Cross Lanes and St. Albans had large numbers of Board members present. I would also like to acknowledge the 20 staff members who attended and to particularly thank Marsha Sparkmon, Public Relations Officer, who along with Jean Andrews, David Schau, Barbara Straughter, Traletta Wallace and Sara Sue Wright were responsible for the registration and book tables.

Reports of Committees

Financial Affairs. Mr. Kauffelt, Chair, reported that the Kanawha County Commission has made the January and February payments. Mr. Ray, Mr. Kauffelt, Ms. Wright and Dr. Ranson met with the Commission February 11, 1991, regarding the 1991/92 budget.

The Director updated the Board members on the budget situation with regard to the City of St. Albans.

Unexpended Balance. The Library Director spoke on the projection of some of the income and expenditures for 1990/91. She reported that several accounts in the budget for the current fiscal year will be overexpended and several will be underexpended which will require a transfer of funds. Upon motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director, within the limits of the Budget Document for the fiscal year ending June 30, 1991, be and is hereby authorized to balance the overexpended accounts and the under-expended accounts as of June 30, 1991.

Support Services Committee. Mrs. Chilton, Assistant Chair, reported on the meeting of the Support Services Committee held February 27, 1991, for the consideration of purchasing a new Hewlett-Packard HP-3000, Model 948 minicomputer. Karen Philippi, Automation Manager, provided the Committee with background information on the Library's automation history and the changes in technology. Ms. Wright reported that Hewlett-Packard is presently offering the mini-computer for sale at a reduced price and the Kanawha County Public Library may receive grant money from the West Virginia Library Commission for the purchase of computer equipment. Recognizing the definite need for the computer upgrade, the time and space savings to be realized and being aware that Federal funding to libraries may be reduced significantly, the Committee recommended the upgrade of the computer equipment to the Board. Upon motion of Mrs. Chilton, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library purchase a Hewlett-Packard HP-3000, Model 948 minicomputer including associated equipment, installation, training and software at a list price not to exceed $225,000; and

RESOLVED FURTHER, That if necessary the Library enter into a Lease-Purchase Agreement for this equipment provided that:

a) the Lease-Purchase Agreement contains a cancellation clause in conformity with West Virginia law as approved by the attorney representing the Library Board in this matter; and

b) the Lease-Purchase Agreement permits the principal amount outstanding to be paid off without penalty.

RESOLVED FURTHER, That the Library Director be and she is hereby authorized to sign on behalf of the Library, a Purchase Agreement or Lease-Purchase Agreement and such other documents as may be necessary to consummate the transaction.

New Business

Authorization To Travel - The Library Director reported that the Third Annual National Human Resource Conference will be held at Myrtle Beach, South Carolina, April 24-26, 1991. Upon motion of Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That Marsha Holliday be authorized to attend the Third Annual National Human Resource Conference to be held April 24-26, 1991 at Myrtle Beach, South Carolina and that her expenses be paid in an aggregate amount not to exceed $775.

There being no further business, the meeting was adjourned.

John Kay
President

Linda J. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 8, 1991

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held April 8, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Ray
Ms. Chilton	Mr. Rolston
Mrs. Glasser	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Jacque Ware, Administrative Assistant.

Ms. Wright introduced a guest, Ms. Sara Overton, a reporter from The Charleston Gazette.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Linda Wright read a letter of resignation dated March 13, 1991 from fellow Board Member Freddy Davis. The letter reads as follows:

March 13, 1991

Dear John, Linda and entire Board:

It is with much regret that I must resign from the Board of the Kanawha County Public Library. As you have noticed, I have been unable to attend Board meetings for at least six months. I was hoping this would change, but I have determined that my childrens' school schedule makes it impossible to get to these meetings without undue stress on them and on me.

I enjoyed my time on the Board; and I learned and took away more from it than I gave to it. The library is facing a fascinating point in its history and, with good long range planning and development, will continue to be an important institution in the Valley through the 21st century.

I hope that my inability to continue as a board member will not be perceived as a lack of interest, and I look forward to a time when I can be of assistance to the library sometime in the future.

Sincerely,

/s/

Frederica Davis

Upon motion of Mrs. Russell, seconded by Ms. Chilton, and unanimously carried, the resignation of Board Member, Freddy Davis was accepted with regret.

Approval of Minutes. The Minutes of the March 11, 1991 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mr. Kauffelt and unanimously carried, the payment of Book Bills in the amount of $33,865.58 and General Bills in the amount of $53,862.75 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $2,488.80 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mr. Kauffelt and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March, 1991. Included were the following:

> Over 75,000 items were circulated during March. Our delivery van continues to be loaded to capacity on most of its runs. During March not only did it carry all the usual returned materials back to their original locations, but over 2500 items were transported from one location to another to fulfill specific patron requests.
>
> Most locations had displays during March in recognition of Women's History Month. In addition several programs were held. Karen Vuranch gave Chautauqua performances as Mother Jones at Elk Valley and Marmet and a Charleston lunch time audience heard Barbara Ferraro and Pat Hussey discuss their book, No Turning Back.
>
> We had displays in all locations of posters and books by children's author/illustrator Tomie de Paola from March 6-10. This is a joint program of Read Aloud West Virginia and Kanawha County Schools that each year highlights a different well known children's author.
>
> Over the past several months we have hired and trained a number of substitutes to work in the branches as needed to cover vacation, extended illness, heavier periods of library usage, etc. We had been trying to use one full-time floating library assistant, but this had not proved satisfactory.
>
> The Library Commission has approved our grant request of $71,000 to upgrade our computer system contingent on the federal appropriation of LSCA funds for the next federal fiscal year which begins in October.

Reports of Committees

Membership Committee. Ms. Chilton, Chair, presented two new candidates for membership to the Board of Directors, Mrs. Ann Reynolds from Elkview, West Virginia, who is a retired teacher from Elkview Junior High School and Mr. Lyle Sattes from Charleston, West Virginia, who is a former member of the West Virginia House of Delegates and an active supporter of public libraries.

Upon motion of Ms. Chilton, seconded by Mrs. Glasser, and unanimously carried, it was moved that Mrs. Ann Reynolds of Elkview, West Virginia, fill the unexpired term of Mr. Gary L. Ellis ending June 30, 1993 and Mr. Lyle Sattes of Charleston, West Virginia, fill the unexpired term of Mrs. Freddy Davis ending June 30, 1992, and that a letter seeking approval of these appointments be sent by the Library Director to the Kanawha County Board of Education.

Personnel Committee. Dr. Bannerot, Chair, reported that at a recent meeting of the Personnel Committee held March 12, 1991, that the Committee had taken under consideration a continuing education policy for the employees as well as providing parking assistance to Charleston library employees to help defray their parking expenses.

Educational Assistance - Ms. Wright explained the need to establish an educational assistance program for KCPL employees for the purpose of educating and retaining valued employees.

Upon motion of Dr. Bannerot, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That $5,000 be carried forward to the 1991/1992 fiscal year to fund a tuition reimbursement program for library staff members.

Parking for Staff - Ms. Wright reported that the Library would like to help offset a portion of the parking expenses for Charleston Library employees. A committee of KCPL staff would consider the various options available and make a recommendation to the Director.

Upon motion of Dr. Bannerot, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That $10,000 be carried forward to the 1991/1992 fiscal year to offset some of the cost of parking for the Charleston Library staff members.

Space Utilization & Needs Committee. Mr. Rolston, Chair, reported that Request For Proposals were sent out to a number of consultants with six (6) responses being received and reviewed by the Committee. The consulting firm would analyze the present space utilization and needs throughout the library system as well as for the next 20 years. Professional Library Consultants was chosen by the Committee and is one of the most reputable consulting firms of its type in the country. Upon motion of Mr. Rolston, seconded by Mrs. Glasser the following resolution was adopted:

RESOLVED, That the Library Director is hereby authorized and directed to enter into a contract with Professional Library Consultants in the amount of $27,900 for the purpose of completing a Space Assessment of the Kanawha County Public Library system upon the approval of the contract by the Space Utilization & Needs Committee and the attorney for the Library.

Support Services Committee, Ms. Chilton, Assistant Chair. Ms. Wright reported on the deteriorating condition of the

carpeting on the first floor of the Charleston Library and the need for replacing the carpet with the least impact possible to public service. Upon motion of Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library is hereby authorized to spend up to $12,000 to recarpet the first floor of the Charleston Library and to close the first floor to the public if necessary on May 23, 24 and 25, 1991, in order to complete the project.

New Business

National Library Week - Ms. Wright reported that National Library Week is April 14-20, 1991, which would be an appropriate time to recognize and commend the Library staff for their hard work throughout the year. A pizza party will be provided for all employees Wednesday, April 17, 1991 at noon in appreciation of the KCPL staff. Upon motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the following Resolution of Appreciation was adopted:

WHEREAS, April 14-20, 1991 is to be celebrated as National Library Week, and

WHEREAS, all year long the highly dedicated and competent staff members of the Kanawha County Public Library system work very hard to provide a wide variety of library services to the citizens of Kanawha County, and

WHEREAS, the Board of Directors of the Kanawha County Public Library system would like to take this occasion to recognize the excellent work of the staff of the Kanawha County Public Library system,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extends

special recognition and appreciation to all members of the Library staff for their work in providing high quality library service to the citizens of Kanawha County.

There being no further business, the meeting was adjourned.

John L Roy
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 13, 1991

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held May 13, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Mrs. Glasser	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Mr. Smith
Mr. Ray	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The Minutes of the April 8, 1991 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Smith and unanimously carried, the payment of Book Bills in the amount of $42,912.14 and General Bills in the amount of $67,350.77 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $11,479.65 duly certified

and approved in accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Smith and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April, 1991. Included were the following:

> April was a very busy month with the customary rush of last minute patrons needing forms and photo-copy service to meet the April 15 deadline for tax filing. It is also a busy month for us as we cele-brate National Library Week. This years theme was "Read-Succeed". Marsha Sparkmon, Public Relations Officer, was interviewed on WQBE morning program and the noon news with Jack Kane on channel 8. She also had a display about the library in the Chamber of Commerce window and ads were placed in all KRT buses. April 17 was celebrated as Great American Read Out. Across the country libraries had programs involving people reading to others. We had representatives from local radio and TV stations reading in our libraries to school groups. This was successful for the most part and in one instance this resulted in a short segment on the evening news. Also during the week we gave out receipts as items were checked out to try to focus the attention of our patrons on what a bargain their library card is. Pizza was enjoyed by all the staff courtesy of Domino's and Gino's.
>
> The public libraries across the state again sponsored the "Read Your Way to the Governor's Conference" essay contest for junior high age students. We received over 300 entries. The winning entry for Kanawha County was Leslie Anne Williamson, a 9th grader from John Adams Junior High. Leslie's essay was quite poignant as she told of her difficulty with reading and how even though she had to spend a lot of extra time on her studies, this was paying off and she was succeeding as evidenced by being a member of the National Junior Honor Society.
>
> On Saturday, April 20 we celebrated Earth Day. The Staff Association through the efforts of David Lowdermilk of the bookmobile staff, purchased 500 Norway spruce seedlings from the West Virginia Department of Natural Resources. These were distri-buted throughout the system and were given away free. This proved very, very popular as most locations were out of the seedlings by late morning. Also distributed that day was an environmental bibliography compiled by Phyllis Shamblen, the assistant head of the Extension Department.

For the past several months Marsha Sparkmon and her assistant Patty Johnson have been working on developing a baby packet. This is modeled after programs other libraries have put together. The packets are now in place at CAMC Womens & Children's Hospital and Thomas Memorial and will be given to the parents of each infant. The packet contains a covering letter explaining the importance of reading, a bibliography compiled by Alice Riecks of a variety of books that might be of interest to a new parent and a library card application. The application is on green paper and the card will be given a special designation so we can track the child and annually send the parent a reading reminder. When the child becomes three years of age we will issue an invitation to the parent to bring the child to library storytime.

Also during April Karen Philippi, Automation Manager conducted 17 microcomputer workshops for library staff. These workshops were very popular and we believe a large number of staff will be better able to utilize the various software packages we have for staff support functions. Karen's assistant Sandra Dempsey helped conduct several sessions and had a very nice display of some of the computer related items in our collection.

April was also a busy month for circulation of library materials. There was a 19% increase over April 1990 activity. So a very special thank you to all staff members who not only worked hard on all the various events that took place but also with keeping up with the circulation of materials.

We have received a large donation of over 400 cassettes of classical music to the Charleston Audio-Visual Department. The donation will enhance the depth of our collection but presents a major challenge in how to house them for public use as we are so very cramped for space in the small room A-V occupies on the second floor.

The fierce wind storm that occurred early in the evening of April 9th did some damage to library buildings. A 50 foot section of the roof over the computer room area was damaged. Fortunately, the environmental sensor we had installed sounded alerting staff that water was coming into the area. Although some water got into the computer, it was not damaged.

In Cross Lanes glass in the door and a window was shattered and shingles came off the roof. In Sissonville although a large limb came down on the roof there was no damage. A number of the branches were without electricity until late in the next day.

I would like to draw your attention to a campaign that was initiated during National Library Week. The campaign is to improve our materials collection in the

children's geography materials. Our summer reading program will emphasize other cultures. We have selected books on various countries for each location and have posted these books and their prices around the edge of a large map of the world. We have to date had 70 books purchased by patrons which with other small donations, amounts to approximately $1,000 in contributions.

Lastly, I would like to pass around this Library Compact for each Board member to sign. This is an effort mounted in public libraries across the country to present to President Bush at the White House Conference on Libraries to be held in July. We have had sign up sheets in all locations and this has resulted in a very favorable response from our patrons.

Mrs. Russell offered her compliments to Ms. Wright and the staff for their innovative ideas put in place with the various programs throughout the Kanawha County Public Library system. The members of the Board unanimously agreed with a round of applause.

Correspondence. Linda Wright read a letter from Congressman Wise dated May 3, 1991. The letter reads as follows:

BOB WISE
3RD DISTRICT, WEST VIRGINIA

COMMITTEES:
COMMITTEE ON THE BUDGET
SELECT COMMITTEE ON AGING
GOVERNMENT OPERATIONS
CHAIRMAN, SUBCOMMITTEE ON GOVERNMENT INFORMATION, JUSTICE, AND AGRICULTURE

Congress of the United States
House of Representatives
Washington, DC 20515

WASHINGTON OFFICE:
1421 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-2711

DISTRICT OFFICE:
107 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302
(304) 342-7170

May 3, 1991

Mr. John L. Ray
President
Kanawha County Public Library System
123 Capitol Street
Charleston, WV 25301

Dear Mr. Ray:

Knowing of your concern about proposed budget cuts for the Public Library System, I want to take this opportunity to update you on the budget package recently passed by the U.S. House of Representatives.

Like you, I feel that public libraries play an extremely important educational role in their communities. I have always voted, and will continue to vote, against funding cuts for libraries.

On Thursday, April 18, 1991, the U.S. House of Representatives voted to pass a budget resolution which would increase the amount of funding for libraries from $142.2 million for 1991 to $148 million for 1992. The President's proposed budget would have reduced library funding by nearly 75% to only $35 million.

Although the funding numbers will not be finalized until the Appropriations Committee acts later this summer, I am optomistic that there will not be any cuts.

If I can provide you with more information, or be of assistance in the future, please do not hesitate to contact me.

Very truly yours,

Bob Wise
U.S. Representative

BW:cec

Reports of Committees

Membership Committee. Ms. Chilton, Chair. Ms. Wright informed the Board the the terms of three Board members will expire June 30, 1991. Upon motion of Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, it was moved that Ms. Nelle Chilton, Mr. M. Darrell Rolston and Mrs. Lottye W. Russell be nominated for six-year terms beginning July 1, 1991 and ending June 30, 1997 and that the Library Director submit these nominations to The Board of Education of Kanawha County.

Support Services. Ms. Chilton, Assistant Chair, reported on the meeting of the Support Services Committee held Thursday, May 9, 1991.

Landscaping-Charleston Library. Ms. Chilton discussed landscaping services for the Charleston Library which would include year-round activity of basic planting of seasonal flowers and bulbs, pruning and on going maintenance. Upon motion of Ms. Chilton, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board authorizes the Director and Administrative Services Officer to seek bids for landscaping services at the Charleston Library and, with a member of the Support Services Committee, to review the bids submitted; and
>
> FURTHER RESOLVED, That they are authorized to award a contract for such services in an amount not to exceed $11,000.

HVAC System - Dr. Ranson reported that the expansion of the HVAC system to unairconditioned areas of the Charleston Library which was approved by the Board of Directors by its resolution dated August 13, 1990, would require additional

funds as all bids received were more than the amount previously approved.

Upon motion of Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Board hereby amends its resolution of August 13, 1990 to increase from $60,000 to an amount not to exceed $65,000 for the modifications to the HVAC system at the Charleston Library.

HVAC System Maintenance Contract - Dr. Ranson reported that the HVAC Maintenance Contract for the Charleston Library is currently with York International Company and the contract is renewable provided there is no increase in the current contract price. A discussion followed about the possibility of York International increasing their price on the existing contract. Upon motion of Mr. Moss, seconded by Mrs. Rugeley, the following resolution was adopted as amended:

RESOLVED, That the Library Board authorizes the Director and the Administrative Services Officer to renew with York International Company for one (1) year the current HVAC maintenance contract of the Charleston Library provided there is no increase in the current contract price; and

RESOLVED FURTHER, That if York International Company declines to renew the contract at the current price, the Director and the Administrative Services Officer are authorized to seek bids for said HVAC maintenance contract for FY1991-92, and to review the bids submitted with the Support Services Committee; and

RESOLVED FURTHER, That the Director and the Administrative Services Officer are authorized to award a contract for such services in an amount not to exceed $30,000 upon approval of such contract by the Support Services Committee.

Elevator-Dr. Ranson reported that the maintenance contracts for the front elevator at the Charleston Library and St. Albans Library with Dover Elevator Company are ready to expire and new contracts need to be awarded. Upon motion of Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board authorizes the Director and Administrative Services Officer to seek bids for elevator maintenance service at the Charleston Library and the St. Albans Library for fiscal year 1991-92 and with a member of the Support Services Committee, to review the bids submitted; and
>
> RESOLVED FURTHER, That the Library Director and Administrative Services Officer are authorized to award a contract for such services in an amount not to exceed $6,000.

Recarpeting-Dr. Ranson reported on the recarpeting project at the Charleston Library. The carpet and tile have been chosen but due to the quality of the non-slip surface ceramic tile which is necessary in the entrance of the library the price has increased. Upon motion of Ms. Chilton, seconded by Mr. Smith, and unanimously carried the following resolution was adopted:

> RESOLVED, That the Library Board hereby amends its resolution of April 8, 1991 to increase from $12,000 to an amount not to exceed $13,000 for the recarpeting of the the first floor of the Charleston Library.

There being no further business, the meeting was adjourned.

John L. Ray
President

Sara S. Wright
Secretary

MINUTES OF A MEETING OF

BOARD OF DIRECTORS

HELD ON

JUNE 10, 1991

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held June 10, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mr. Santrock
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Ms. Thomas
Mr. Ray	Mrs. Reynolds

Mrs. Ann Reynolds, new Board member, was introduced.

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Mrs. Velma Jackson, Personnel Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The Minutes of the May 13, 1991 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Thomas, seconded by Ms. Chilton and unanimously carried, the payment of Book Bills in the amount of $90,281.63 and General Bills in the amount of $53,951.23 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $4,394.30 duly certified

and approved in accordance with the Bylaws and on motion of Ms. Thomas, seconded by Ms. Chilton and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May, 1991. Included were the following:

Kanawha County Public Library staff participated in the Marshall Institute, a two-week training program organized by the Library Commission to teach library skills. Seven members of our staff were put through an intensive reference skills program - Bridget Herndon and Dixie Smith of St. Albans, Pat Abbott of Sissonville, Linda Lawrence of Charleston Reference, Helen Kelley and Joyce Williams of Charleston Circulation and Jane Saluta of Charleston Audio-Visual Department. They each reported that although the course was quite demanding, they felt they learned a good deal. Three staff members, Jean Andrews of Clendenin, Deborah Musser of Technical Services and Karen Philippi, Automation Manager attended a computer graphics course. By completing extra assignments these three staff members who are trying to earn their MLS degrees from University of Kentucky were able to obtain graduate credit for this class.

Elizabeth Fraser and Linda Miller of the Charleston Reference staff attended a workshop sponsored by the Pittsburgh Regional Library Consortium on CD-ROM (Compact Disc) reference applications. Both librarians felt this was a very worthwhile session. Linda Miller, our government documents librarian, reports that more of the federal documents are becoming available on CD-ROM.

A good deal of time was spent during May in compiling information in response to a 19 page questionnaire from the consultants hired to conduct the space needs analysis. My thanks to many staff members all over the system who were asked to count every shelf of material we have and every seat we have available for the public to use. This ton of information is now in the hands of the consultants.

Much time was spent on the part of many, many staff members in May in preparing for programs in June. The Charleston Library is participating in the "Do the

Charleston" activities. We entered the window display contest as evidenced by the display in one of the Quarrier Street windows. The Library was included in a walking tour of downtown and Kim Dankovich of the Charleston Reference staff prepared a presentation about our building. Susan Harper also from Reference prepared a bibliography about Charleston and videos on the history of Charleston from our collection will be shown.

The first system wide young adult summer reading program blasts off today. This program entitled "Journey to Alternate Worlds" has been developed over the past nine months by a committee chaired by Traletta Wallace, Glasgow/Marmet Branch Manager. Bibliographies have been prepared by Kim Dankovich and Susan Harper. Several programs will be presented at each location including a program on astronomy by Greg Rawlings of the Sunrise Planetarium and a program on science by Union Carbide.

Many hours were spent in May finalizing the plans for the Childrens Summer Reading Program, "Freedom Readers Travel the Globe". Twenty-four (24) outside people or groups will present over 40 programs mostly about other countries and cultures. Various staff members from all over the system visited many of the elementary schools across the county during the latter part of May to promote the program. The Wish Map program that I spoke about last month has now had just over 120 books purchased. This program is being extended through August with the hope that more interest will be raised and more attention can be drawn to this program as children and parents attend the various programs that will be offered on other countries. Terri McDougal, Head of Childrens Services, has worked with the Charleston newspapers coordinator of Newspapers in Education program to have a center in each of our libraries this summer where the children can use newspapers, donated by two corporate sponsors, to work on activity sheets. This program will be highlighted by an ad each week in the papers which will also list the other programs the library will be having for children. We are anxious to see how this program is received by the children.

Reports of Committees.

Financial Affairs Committee. Mr. Kauffelt, Chair, reported on certain aspects of the financial record keeping

that need to be attended to before the end of the fiscal year on June 30, 1991. An amount of $203,814.63 of non-appropriated receipts was identified, explained and recorded as follows:

KANAWHA COUNTY PUBLIC LIBRARY

NON-APPROPRIATED RECEIPTS

1990/1991

Grant-In-Aid - over and above $582,309.00	$ 31,712.00
Interest Earned - over and above $32,000.00	18,064.06
Miscellaneous Receipts - over and above $50,000.00	27,688.55
Book Sale	6,540.22
Light Sale	20.00
Sale of West Virginia Foundation Directory	284.75
State of West Virginia - Automation Grant	16,897.60
State of West Virginia - Institution Grant above $14,000	2,944.00
Kanawha County Board of Education - Previous outstanding checks cancelled	1,206.79
Kanawha County School Credit Union - Overpayment	67,050.52
Kelly Services - Overpayment	85.00
Quinlan Publishing - Subscription Cancellation	48.99
Sissonville PSD - Refund on Unused Revenue	28.79
Xerox Corporation - Credit Refund	977.50
Hyatt Regency - Room Deposit Refund	20.00
Youth Museum - Conference Refund	100.00
Beckley Motor Inn - Reservation Refund	104.00
Aetna Insurance - Bookmobile Damage	826.42
Aetna Insurance - Sunbird Damage	187.48
Eveready Battery - Battery Rebate	1.00
Polaroid - Film Rebate	5.00
Thomas Built Buses - Bookmobile Expense Reimbursement	112.89

Thomas Built Buses - Bookmobile Expense Reimbursement	58.00
National Seminars - Seminar Refund	69.00
Hewlett Packard - Credit Refund	3,764.50
Baker and Taylor - Postage Reimbursement	796.95
West Virginia Library Association - Postage Reimbursement	87.12
West Virginia Library Assocation - Long Distance Calls	81.08
Cross Lanes Library - Postage Reimbursement, Bulk Mailing	
Sissonville Library - Postage Reimbursement, Bulk Mailing	
Elk Valley Library - Postage Reimbursement, Bulk Mailing	
Radio Shack - Freight Reimbursement for Returned Items	18.21
Postmaster - Postage Reimbursement	39.70
Lorena Ammar - Dental/Vision Insurance	43.02
Pam Ward - Dental/Vision Insurance	60.50
Janie Blackshire - Dental/Vision Insurance	132.74
Toba Singer - Dental/Vision Insurance	114.22
Lorena Stephenson - Dental/Vision Insurance	12.10
Paula McCormick - Health Insurance	537.68
Toba Singer - Health Insurance	480.00
David Adams - Health Insurance	96.00
Alice Riecks - Personal Call Reimbursement	1.08
Angie Tucker - Payment of Returned Check	8.70
Jimmy Snyder - Sale of Bookmobile	1,200.00
Kan. Co. Magistrate Court - Processing Charge for Garnishee	1.00
Mary Stuck - Payment of Returned Check	2.00
Yvonne Farley - Personal Call Reimbursement	17.96
Yvonne Farley - Cash Advance Refund	20.80

St. Albans Public Library - Computer Purchase Reimbursement	5,368.66
St. Albans Public Library - Projector Purchase Reimbursement	619.44
KCPL Staff Association - Rubber Stamp Purchase Reimbursement	5.99
Nitro Library - Expense Reimbursement	7,115.00
Recycled Paper	51.20
Kan. Co. Board of Education - 89/90 Computer Maintenance	2,086.00
WV Library Commission - VTLS Disk Drive	5,014.70
WV Library Commission - VTLS Membership	100.00
South Charleston Library - 89/90 Computer Maintenance	3,705.00
Susan Harper - Overpayment of Book Purchase Reimbursement	11.13
Fred Ranson - Refund of Collection Materials	31.75
Beverly Hopkins - Payment of Returned Check	10.00
Lorena Ammar - Health Insurance Premium Refund	38.00
Jason Miller - Collection Agency Payment	50.00
Capitol Cablevision - FOOD FOR THOUGHT Campaign	124.50
Annette Harris - Single Room Charge Reimbursement	47.00
Willard Reynolds - Cash Advance Refund	17.05
David Lowdermilk - Cash Advance Refund	1.00
du Pont - Contribution to Support PR Mailings	500.00
Elizabeth Fraser - Cash Advance Refund	7.40
Mary Tinsley - Payment of Returned Check	35.45
TOTAL NON-APPROPRIATED RECEIPTS	**$203,814.63**

Upon motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Budget of the current 1990/91 fiscal year be amended to reflect the non-appropriated receipts of $203,814.63 as submitted to this meeting as well as additional monies received between this date and June 30, 1991.

Outstanding Checks. Ms. Wright submitted a list of outstanding checks which should be cancelled, in keeping with the standing recommendations of the Library's auditors, with the proviso that they may be reissued should a valid claim arise.

The Checks to be cancelled are as follows:

OUTSTANDING CHECKS TO BE CANCELLED

January 1, 1990 - December 31, 1990

DATE	NAME	CHECK #	AMOUNT
1/25/88	Michele L. Demmer	314449	$ 35.84
1/25/90	Linda J. Hill	320550	632.95
3/27/90	Simon and Schuster	442419	61.55
4/19/90	Lauri Laporte	442537	19.95
5/22/90	WV Health Science	442810	20.50
6/19/90	Binding Unlimited, Inc	442911	441.65
6/19/90	Condor Computer Corp	442928	250.00
6/19/90	Dun's Marketing	442935	707.50
6/19/90	Gale Research	442948	245.48
6/19/90	Julius Byrd	442968	7.50
6/19/90	Maria D. Galford	442980	3.94
6/19/90	University Of Pitt	443032	100.00
8/21/90	Mary Lou Newberger	443300	5.00
8/21/90	Paul Francke	443314	7.19
9/18/90	Montrose Elementary	443483	10.00
9/21/90	Tamra Vance	443549	2.60
10/24/90	Charles McMorran	443722	68.04
10/24/90	Emanuel Robinson	443740	873.70
10/24/90	Eugene Fleisher	443742	227.76
11/21/90	Brad McCubbin	443955	5.00
			$3,726.15

Upon motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

Long Range Planning Committee. Mrs. Rugeley, Chair, presented to the Board the proposed Long Range Plan 1991-1993 for the Kanawha County Public Library System. Copies of the plan, including additional goals and objectives listed on a separate sheet, were distributed to members of the Board. She then discussed the six main goals of the plan and the three priority goals of space, service and staff.

Concern was expressed that the Personnel Manager and Director might be overloaded with work and deadlines. The management audits which should result in recommendations for improvements in efficiency and service were explained by Ms. Wright. A temporary part-time Personnel Manager will be hired to assist during this busy time. The management audits and space utilization study have already started. The matter of the funding of the plan was also discussed.

After discussion, on motion by Ms. Rugeley and seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library adopts and approves the Long Range Plan 1991-1993, including the additional goals and objectives for the Kanawha County Public Library System as submitted to this meeting, and;

RESOLVED FURTHER, That a copy of the plan, including additional goals and objectives be included and made part of the minutes of the meeting.

New Business.

Appointment of Nominating Committee - Mr. Ray appointed a Nominating Committee to present a slate of officers at the July meeting. Mr. Santrock, Chair, Mrs. Smith and Mrs. Glasser will make up this committee.

Date for Annual Meeting - Due to the date of the Annual Meeting (July 5, 1991) falling so close to the Fourth of July holiday, Mr. Ray suggested that the date of the Annual Meeting be held July 12, 1991 at 2:00 o'clock p.m. Upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, and unanimously carried, the following motion was adopted:

That the Annual Meeting scheduled for July 5, 1991 at 2:00 o'clock p.m. be adjourned for lack of a quorum to July 12, 1991 at 2:00 o'clock p.m.

Meeting with Space Consultants - A meeting has been scheduled for the Board of Directors to meet with the Space Consultants Wednesday, June 26, 1991 at 4:00 p.m. in the John V. Ray Room.

Recarpeting - Ms. Wright commended the staff on the excellent job they did in moving 12,000 items, furniture and equipment for the installation of new carpet on the first floor of the Charleston library.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 26, 1991

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 26, 1991 in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Russell
Ms. Chilton	Mr. Santrock
Mr. Fontalbert	Mrs. Smith
Mrs. Glasser	Mr. Smith
Mr. Kauffelt	Dr. Wallace
Mr. Ray	

Also present were Ms. Linda Wright, Library Director, and Dr. Fred Ranson, Administrative Services Officer.

Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported a quorum was present.

Mr. Ray stated that the purpose of the meeting was to discuss a letter received from Mr. David L. Acord, Superintendent of Kanawha County Schools, regarding membership on the Kanawha County Public Library Board of Directors. Mr. Ray stated that he had met with Mr. Kauffelt, Mr. Santrock and Ms. Wright about the letter. Mr. Santrock reported that he had contacted Mr. Acord, who is willing to meet with Mr. Ray and Mr. Santrock at a mutually convenient time.

Mr. Ray reviewed the past history regarding the nomination process of Board members. He also pointed out that retired superintendents of schools had served on the Kanawha County Public Library Board of Directors for many years. Questions and comments about this matter were discussed.

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda D. Wright
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 12, 1991

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 12, 1991 at 2:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Russell
Mr. Fontalbert	Mr. Santrock
Mrs. Glasser	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Mr. Moss	Ms. Thomas
Mr. Ray	Mr. Wallace
Mr. Reynolds	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer.

The President welcomed Mrs. Norma Brick from the Cross Lanes Library Board; Mr. Michael Starling, Ms. Sandra Marshburn, Ms. Maxine Skiles and Ms. Juanita Teel from the Elk Valley Library Board; Ms. Gertrude Gatens, Mrs. Mary Nelson Peterson, and Dr. Kenneth Williamson from the St. Albans Library Board; Mr. Karney Tinney from the Sissonville Library Board; Branch Librarians, Department Heads and staff who were in attendance.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the June 10, 1991 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on a motion of Dr. Bannerot, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount of $24,031.56 and General Bills in the amount of $39,401.68 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted Special Funds of $8,912.69 duly certified and approved in accordance with the Bylaws and on motion, seconded and unanimously carried, it was ordered that the bills set on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1990/91. Ms. Wright noted some of the accomplishments during the past year which are as follows:

Library Board

- One member was appointed:

  Mrs. Ann Reynolds

- One member resigned:

  Mrs. Freddie Davis

Planning

- The Long Range Planning Committee of the Board of Directors in consultation with library staff developed and adopted a Long Range Plan, 1991-1993.

- Requirements were identified and advertised soliciting requests for proposals for a space utilization and needs analysis of present and future space needs for the library

system. Six proposals were received and the national firm of Professional Library Consultants, Inc. was hired to perform this study.

- The advisory boards at the Cross Lanes Branch, the St. Albans Branch and the Sissonville Branch began planning for expansion.

Personnel

- A number of training and development opportunities were again offered to staff members. A number of staff members had the opportunity to attend sessions of the West Virginia Library Association Annual Conference as it was held in Charleston. Staff members also participated in some of the presentations and handled conference registration. Twenty-four members of the supervisory staff attended two half day workshops using the Myers-Briggs type of Indictor to assess personality types. Staff members attended children's literature conferences held in Columbus, Ohio and in Beckley. Three staff members attended the fourth national conference of the Public Library Association.

- The second annual Staff Development Day was held in September. Eighty-seven staff members attended with a choice of twelve different sessions, some were offered more than once.

- A group of substitutes was hired and trained for the various branch libraries. These staff members work as needed to cover extended illnesses, vacation leave, vacancies, etc. that occur and leave us too short staffed to provide adequate public service.

- An education policy was adopted by the Library Board of Directors to encourage KCPL staff members to pursue a masters degree in library science or to pursue undergraduate courses that expand their knowledge in a job related area or to complete their undergraduate degree.

- The Personnel Manager began management audits to review operational effectiveness and efficiency for each unit.

Operations

- The Library System experienced a substantial increase in usage over the previous fiscal year: 9% in the circulation of library materials; 5.4% in users coming to our facilities; 25% in reference informational and directional questions answered; 14% in the number of juvenile programs

offered and 47% in juvenile program attendance; and a 21% increase in reserve requests processed.

- The new Bookmobile began operation in July. A celebration was held on July 21 at Quincy Center to celebrate the arrival of the new vehicle and to bid farewell to the old after over 121,000 miles of service. The celebration was a great success with hundreds of people enjoying clogging, blue grass music, face painting, and so forth.

- A $25,000 literacy grant was received from the U.S. Department of Education to place three microcomputer workstations in the Dunbar, Elk Valley and St. Albans branch libraries. The workstations will have a variety of software to assist tutors and students engaged in literacy activities.

- A grant was received for $17,000 from the Clay Foundation. This grant was for the purchase of four microcomputers and compact discs of the Compton's Encyclopedia for Children. The entire encyclopedia is on one compact disc. These pieces of equipment and compact discs are located in the Charleston Children's Department, St. Albans Children's Department, Sissonville and temporarily in the Charleston Reference Department.

- Collection evaluation and updating activities were continued. This activity included review of the 900's (history, geography, travel and biography) in the branch libraries, the pamphlet file and picture file in Charleston Reference and the storage area on the fourth floor of the Charleston Library.

- It came to our attention that other public libraries of our size were not having to pay postage on book shipments from the vendor Baker & Taylor. After several months of working on this situation with the vendor we are no longer being charged for shipping. This should save us several thousand dollars each year.

- A large donation of over 400 cassettes of classical music was donated to the Charleston Audio-Visual Department.

- The Library system now has three sets of the 30 tape video literacy series "I Can Read." This is a critically acclaimed series produced by the Kentucky Education Network. One of the sets was provided by the WV Library Commission, one set was purchased and the third set was donated.

- We began to catalog government documents on the computer system so they will be reflected in the central database along with our other holdings.

- Each branch library completed a detailed procedures manual for the various functions they regularly perform.

- The Technical Services Department ordered, received and processed over 25,000 items.

- The Technical Services Department discarded the card files they had maintained of copies of all main entry cards. As a result five large card catalog units were removed from the Department.

- Interlibrary loan service continued to increase. Over 2350 books and 337 periodical articles were sent to other libraries mostly in West Virginia. This represents a 20% increase in books loaned from the number loaned in the previous fiscal year.

- A central collection of books on tape was began. This collection will enable each branch to periodically rotate these cassettes similar to the way videos are handled.

- The video collection continued to be expanded. Over 24,600 videos circulated this fiscal year, a 70% increase over the previous year.

Automation

- East Bank, Herbert Hoover, St. Albans and George Washington high schools were automated during this the second year of the three year project funded by the Clay Foundation to automate all the high school libraries as an account on our automation system.

- Two more microcomputers and printers were purchased to allow staff members to accomplish their assigned responsibilities more efficiently.

- Seventeen microcomputer workshops were presented as in-service training for staff members. The workshops covered the basics of operating a microcomputer and the basics of using most of the software packages we have.

- The card catalogs were withdrawn from the first floor of the Charleston Library. KCPL has been replacing the traditional card catalog with the public access computer catalog for the past three years. The library system is now completely dependent on the computer catalog for access to the over 550,000 items in our collection.

- Four disc drives were replaced in the Automation Department with two new 7937 X P drives. These two drives have more capacity and are smaller and quieter than the equipment they replaced.

- An order was placed for a new minicomputer. This new equipment was needed to alleviate problems we were beginning to have with response time. The new unit should be delivered in the first quarter of 1991/92 fiscal year.

- Some system parameters were changed to deal more effectively with patrons with overdue items. The hardblock for fines was changed for $10 to $5. Patrons addresses are now verified annually and first notices will be sent after an item is 5 days overdue.

Public Relations & Programming

- Over 2,300 children participated in the 1990 Summer Reading program "Secrets of the Deep". Over 30,000 books were read by the enthusiastic participants. The program ended in early August with a concert for children presented by Larry Groce at the Capital Plaza Theatre. Almost 400 children and parents enjoyed a delightful concert.

- KCPL's new bookmobile was all decked out in balloons and bows as it joined the Sternwheel Regatta's Grand Feature Parade. The annual Regatta book sale was held the same day in a large, vacant, air conditioned store front space near the Transit Mall. It was the best book sale yet with proceeds of over $6,700.

- A special newsletter was published in September and 3,000 copies were distributed to each teacher and principal in the County. The newsletter featured library services that would be of interest to educators.

- Several programs were presented during the year to groups of child care workers by the staff of the Childrens Services Department. These programs emphasized the importance of reading to pre-schoolers, selecting books and techniques for reading to children.

- The third Imagination Celebration was held. Four storytellers presented ghostly tales on Sunday, October 28 to an appreciative audience of over 200 at the Capital Plaza Theatre.

- The Write for Fright contest was held again. We received over 2400 entries representing 79 schools. This

is double the entries from our first year. Thirteen winners were selected. Their stories and poems were recorded with appropriate sound effects and played on WQBE on Halloween night.

- The Library again had a booth at the annual Cavalcade of Trade sponsored by the Chamber of Commerce. The booth was again provided to the Library courtesy of Chambers and Paterno and emphasized the materials we have of interest to the business community.

- The third annual Food for Thought, Food for Fines campaign was held during December. Fines were forgiven with the donation of a can or box of food. Over 6,400 food items were collected, over 800 more items than last year. 3,366 fines were forgiven. Notes of appreciation were received from the food banks and food pantries who received the food.

- St. Albans Library hosted several interesting programs. Author Becky Wilson-Kelly, formerly from St. Albans, presented a program about her recently released children's book, Mother Grumpy's Dog Biscuits. Dr. Ken Williamson, Chairman of the St. Albans Library Board, led a discussion of the book A Brief History of Time by Stephen Hawking. Jim Haught spoke about his new book Science In a Nanosecond.

- With the assistance of grants from the West Virginia Humanities Council the following Chautaugua presentations were held: Karen Vuranch as Mother Jones at the Elk Valley, Marmet, Dunbar, and St. Albans branches and Joe Bundy as James Weldon Johnson at St. Albans.

- National Library Week was celebrated in April with the theme "Read: Succeed". April 17 was celebrated as the Great American Read Out. Each of our libraries had representatives from local radio and television stations reading to school groups.

- Earth Day was celebrated on April 20 with the KCPL Staff Association giving away 500 Norway spruce seedlings. The seedlings were given away free along with an environmental bibliography.

- Baby packets were developed for the parents of each new infant born at Thomas Memorial and CAMC Womens & Childrens's Hospital. The packet contains a covering letter explaining the importance of reading, a bibliography of a variety of books that might be of interest to a new parent and a library card application form.

- A Wish Map campaign was launched in April. The purpose of the campaign was to encourage our users to donate selected childrens books on various countries and cultures. With the many world events that have occurred in the past several years our collection had many outdated materials that needed replaced. Over 120 books were donated during the first six weeks of the program.

- The Library took advantage of special inserts in the Charleston Newspapers on various subjects. Lengthy bibliographies of library materials were developed by a number of different staff members and submitted on each topic

Physical Plant & Equipment

- The back elevator in the Charleston Library was replaced. The elevator was estimated to have been in service over sixty years and had become unreliable.

- Work was begun on repairing the retaining walls on the front side of the Charleston Library. After some difficulty in locating someone to do this project, work was begun in June. It was subsequently discovered that the walls had not been built to specifications when they were constructed 25 years ago.

- Engineering drawings and specifications were developed and a bid process conducted to extend air conditioning into the non airconditioned areas of the Charleston Library. The bid was awarded and the work should be started early in the 1991/92 fiscal year.

- The security equipment for library materials at the main entrance of the Charleston Library was replaced with an improved model of the equipment.

- Carpeting was replaced at the Elk Valley Branch and on the first floors of the Charleston Library and St. Albans libraries and in some office areas of the Charleston Library.

- A grant of $1000 was received from the Herscher Foundation to help to offset costs to continue to replace the worn out tables and chairs on the first floor of the Charleston Library. KCPL funds were used to also purchase additional tables, carrels and chairs.

- A grant of $2500 was received from the Greater Kanawha Valley Foundation to assist in the purchase of a second microfilm reader-printer for the Charleston Reference Department.

- A new telephone system was installed at the St. Albans Branch Library. We had experienced increasing difficulty getting the old system repaired and due to the increased public use of the facility more extensions were needed than the three the old system could accommodate.

- New roof gutters and downspouts were installed at the Elk Valley Branch and an awning was erected at the front entrance. A dusk to dawn light was installed in the parking area to improve security.

- A design and plan to improve the landscaping of the Charleston Library was donated by landscape architect Rebecca Frishkorn. A landscape maintenance service was contracted to implement this project.

- A Honeywell temperature control monitor was installed in the Computer Room. The monitor detects temperatures that fall below or above a specified range and, should this happen, a designated list of persons are notified.

- Wrought iron fencing was installed on the walls around the parking area at the back of the Charleston Library. This has substantially reduced the increased problems we were having with trash and loitering.

Ms. Wright then introduced staff members who made presentations to the Board concerning the new bookmobile, staff development seminars and workshops, and special library activities focusing on current events.

Judy Duncan, Head, Extension Department, spoke on the new bookmobile.

Willard Reynolds, Bookmobile Service Assistant, Extension Department, spoke on patron reaction to the new bookmobile.

Ethel Lindberg, Library Assistant, Cross Lanes Branch Library, spoke on the Children's Literature Conference in Beckley.

Linda Brumfield, Library Associate, St. Albans Branch Library, spoke on the microcomputer workshops.

Pat Abbott, Librarian, Sissonville Branch Library, spoke on supervisory seminars.

Jane Saluta, Library Associate, Circulation Department, spoke on the Reference skills course at Marshall Institue.

David Lowdermilk, Library Assistant, Extension Department, spoke on KCPL's Earth Day activities.

Terri McDougal, Head, Children's Services Department, spoke on the Wish Map program and KCPL attention to current events.

Annette Harris, Library Assistant, Children's Services Department, spoke on the Compton's Encyclopedia on CD-ROM.

Reports of Committees

Nominating Committee - Election of Officers.

Mr. Santrock, Chair, reported that the Nominating Committee recommended the following slate of officers for 1991/92:

Mr. John L. Ray	- President
Dr. Frederick Bannerot	- First Vice President
Mrs. Virginia Rugeley	- Second Vice President
Ms. Linda G. Wright	- Secretary/Treasurer
Dr. Fred D. Ranson	- Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion of Mr. Santrock, seconded by Mr. Smith, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

There being no further business, the meeting was adjourned.

John L. Corry
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

AUGUST 12, 1991

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held August 12, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Russell
Mrs. Glasser	Mr. Santrock
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mr. Smith
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Rugeley, 2nd Vice-President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the Minutes of the June 26, 1991 special meeting were approved as mailed. Also, upon motion of Mr. Kauffelt seconded by Mrs. Russell, and unanimously carried, the Minutes of the July 12, 1991 annual meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Moss and unanimously carried, the payment of Book Bills in the amount of $28,912.52 and General Bills in the amount of $81,100.22

were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $1,264.56 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July, 1991. Included were the following:

> July was an extremely busy month. The Summer Reading Program was in full swing with 79 programs held and over 2000 children in attendance. These programs continued the theme of travel to other countries and cultures. "Visits" were made to Eskimo, African and Native American cultures and such countries as India, Japan, Mexico, Greenland and Scotland.
>
> In addition to the pre-school and elementary age readers we also had increased participation by our young adult readers. This is the first summer this program was offered systemwide. The program is designed to have the participants read at least five books and complete eight game sheets. Several programs were offered in most locations. The "Coldest Show on Earth" was presented by Union Carbide highlighting the properties of liquid nitrogen. Mr. Greg Rawlings from the planetarium at Sunrise offered a program on astronomy. The St. Albans Branch in cooperation with their Board had a creative writing workshop featuring poet Ms. Colleen Anderson. Sixteen teens attended this program. Circulation for July showed a healthy increase over July 1990. Circulation was up in each location with a 26% increase in St. Albans. However, the largest increase was in Glasgow with a 94% increase over last year.

Several weeks ago we had a very nice feature article in the Living Section of the Sunday paper about the art and sculptures we have to loan at Charleston. As a result according to Marilyn Henstock, Audio Visual Librarian, Charleston has "got the picture". The story boosted July's circulation of these items to three times as high as the previous six month average. The story came about as a result of two Gazette writers visiting the Audio Visual Room to select cassettes. For a number of months now Marilyn has had a picture on an easel in the Room to inform people about the framed art. The writers started to ask questions about the painting on the easel and that conversation led to the feature story by Ms. Lisa Kelly. So "marketing" of our services resulted in this very positive story.

Ms. Ginny Goode offered several sessions of two in-house workshops during July. One was a telephone skills workshop and the other focused on how to conduct an interview for our supervisory staff.

Reports of Committees.

Personnel Committee. Mr. Smith, reported on the resolution to authorize closing the Library System one day each fiscal year as stated below. After discussion and on a motion by Mr. Smith, seconded by Ms. Glasser, and carried, with Mr. Kauffelt and Mr. Moss voting against the motion, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to close all units of the Kanawha County Public Library System to the public one day each fiscal year for the purpose of allowing a day long program of staff development activities to be held.

Mr. Smith reported on a resolution to authorize the hiring of a part-time, temporary Assistant Personnel Manager. Ms. Wright gave additional clarification concerning

this position request. Upon a motion by Mr. Smith, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to hire a part-time, temporary Assistant Personnel Manager for the 1991/92 fiscal year and that up to $16,000 be appropriated from the unexpended fund balance for this purpose.

Public Service Committee. Mr. Moss, Chair gave a brief update of previous meetings. At that time, Mr. Moss directed Ms. Wright to give an overview of the resolution below concerning overdue fines. She touched on problem areas, collection methods, and costs associated with overdue notices. She also shared statistical information on overdue fines and gave justification as to the proposed amnesty month. Upon motion by Mr. Moss, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That overdue fines be raised from five cents per day to ten cents per day effective October 1, 1991. September, 1991 would be declared an amnesty month in order to inform the public of this change and smooth the transition.

FURTHER RESOLVED, That the maximum fine would be increased from $2.00 to $4.00 per item or not to exceed the price of an item.

FURTHER RESOLVED, That the limit for the maximum number of items that could be checked out by a regular patron would be lowered from 30 to 20. Also, a limit of checking out a maximum of 10 audio titles (cassettes, book/cassettes, CD's) at a time will be instituted.

FURTHER RESOLVED, That when an item has become 30 days overdue the patron may be turned over to a collection agency or action initiated in magistrate's court depending on the circumstance.

Mr. Moss reported on the Rare Book Fund and Ms. Wright gave specifics as to how the fund was created from the sale of rare books, i.e., large volume sets and signed, limited editions. The balance of this fund as of June 30 was $21,359.92. Mr. Ranson discussed the sale of one set of rare books, (limited edition) that brought in over $9,000. Upon a motion by Mr. Moss, seconded by Mrs. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to spend 10% of the balance of the Rare Book Fund as of June 30 of each year or no more than $5,000 in a fiscal year for reference materials.

Financial Affairs Committee. Mr. Kauffelt, Chair. Ms. Wright gave a brief overview of items having large amounts requested to be carried forward, i.e., parking, staff education, automation (mini-computer), building improvements (air conditioning), health insurance, library materials, professional fees (space consultants), and salaries (unexpended children's position). Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That certain balances authorized to be spent in FY 1990/91 but not actually spent in that year be carried forward and expended in the 1991/92 fiscal year and the total amount of $500,960.03 be added to the budget for FY 1991/92 as follows:

Item	Amount
Advertising	$ 70.00
Automation Equipment	225,000.00
Automation Supplies	1,620.00
Bookmobile Fuel	150.00
Book Sale	891.03
Building Improvements	84,670.00
Building Repairs & Maintenance	2,150.00
Furniture & Equipment Purchase	12,075.00
Health Insurance	35,000.00
Housekeeping Supplies	60.00
Library Materials	63,500.00
Library Supplies	3,480.00
Office Supplies	1,560.00
Parking	10,000.00
Postage	170.00
Printing	345.00
Professional Fees	28,000.00
Programs	20.00
Refunds	34.00
Salaries	24,250.00
Software & OCLC	2,620.00
Staff Education	5,000.00
Staff Travel	120.00
Trash Removal	100.00
Vehicle Gasoline	75.00
	$500,960.03

Ms. Wright addressed the resolution below and gave justification as to the equipment and building improvements requested. After open discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That the purchase of the following items be authorized:

Item	Account to be Charged	Cost not to Exceed
4 Microcomputers and 3 Printers	Automation Equipment	$ 18,000
3 Copy Machines	Equipment	$ 20,000

Item	Account to be Charged	Cost not to Exceed
1 Plate Maker	Equipment	$ 4,000
6 Microfilm Cabinets	Equipment	$ 12,000
Signs	Building Improvements	$ 8,000
	Total	$ 62,000

FURTHER RESOLVED, That the Library Director is authorized to proceed with purchase of such of the above items available through State contracts, where appropriate; and

FURTHER RESOLVED, That the Library Director is authorized to proceed with purchase of such remaining items costing less than $3,000 but more than $1,000 by obtaining at least two written quotations; and

FURTHER RESOLVED, That the Library Director is authorized to develop specifications and proceed with the bid process for such of the remaining above items costing more than $3,000

New Business.

Correspondence - Subject: Placement of a Kanawha County School employee on the Library Board of Directors. Mr. Ray and Mr. Santrock have met with Mr. David Acord, Superintendent of Schools on two occasions to discuss his request to have Mr. David Stewart, Treasurer, Kanawha County Schools, fill the vacated seat of Mr. Lyle Sattes. Mr. Santrock gave an update on this matter and Mr. Moss read the language in House Bill #161, Section 2., Board of Directors; Appointment, Powers and Duties. A number of

options were discussed and upon a motion by Mr. Santrock, seconded by Mr. Kauffelt, and unanimously carried, the Board of Directors:

RESOLVED, That a letter be transmitted by Mr. Ray, President, Kanawha County Public Library System, Board of Directors to Mr. David Acord, Superintendent, Kanawha County Schools, acknowledging Mr. Acord's letter of July 31, 1991 and clarifying that the unexpired term of Mr. Lyle Sattes was to end June 30, 1992.

Mr. Kauffelt suggested that the board consider formulating installation procedures for newly elected Board of Directors. These procedures would be used along with an oath of office and documentation to be kept on file for each active board member.

There being no further business, the meeting was adjourned.

Virginia H. Rogers
2nd Vice-President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

SEPTEMBER 9, 1991

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held September 9, 1991 at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Mrs. Glasser	Mr. Santrock
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mrs. Smith
Mr. Ray	Mr. Smith
Mr. Rolston	Mr. Stewart

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant and Mr. Robert Rohlf, Professional Library Consultant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Introduction. Mr. Ray introduced the newly appointed board member, Mr. David Stewart. Mr. Stewart will fill the unexpired term of Mr. Lyle Sattes.

Approval of Minutes. Upon motion of Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the August 12, 1991 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt and unanimously carried, the payment of Book Bills in the amount of $45,398.17 and General Bills in the amount of $56,703.70 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $1,098,45 duly certified and approved in accordance with the Bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August, 1991. Included were the following:

> The 1991 Summer Reading Program came to an end in early August. Although we had approximately the same number of children participating as last year, approximately 2300, these children read or listened to 5,000 more books; a total of over 35,000 books. Many staff members were involved in making this a successful program and their hard work is very much appreciated.
>
> August always brings the Sternwheel Regatta Festival. The bookmobile again was decorated and participated in the Grand Feature Parade. Many thanks go to the members of the staff of the Extension Department for their creative decorating. Also on August 24 the Annual KCPL Regatta Booksale was held. This year we were able to secure several storefront spaces on the first floor of the Quarrier Street Parking Garage courtesy of the City of Charleston and with assistance from Tony Gallo, Parking Manager, and his staff. This proved to be our most successful sale yet.

The total sales come to over $8900, almost $2000 more than last year. I want to acknowledge the efforts of the many staff members from the Charleston Library who helped to set up for the sale and conduct the sale.

Although August is traditionally the second slowest month of the year, our circulation was up by 7% over August of 1990. During August a number of staff members participated in staff exchange and spent a day or two working in another area of the system that they were unfamiliar with. This exchange provides staff members with an opportunity to gain a broader knowledge of the system and its many facets of operation. Also during August two workshops were presented by Ginny Goode on telephone skills. Ginny and JoEllen Flagg developed the content of the workshop. Ginny has also been working on improving our orientation of new staff members this summer. She and Marsha Holliday developed a checklist of items to cover and training to be conducted with each new staff member. Two workshops were presented during August to review this new process with the supervisory staff.

August was also spent in preparing for the new school year. Several branch librarians made visits at the end of August to principals and staff at nearby schools to review how the library can assist the schools. The Charleston Reference staff sent letters to junior and senior high schools regarding scheduling of class visits. Marsha Sparkmon, Public Relations Officer, revised the educators newsletter that we developed last year. Over 3000 copies of the newsletter were printed and sent to each teacher in public and private schools in the County advising of the services we provide.

The Public Relations Office was also busy preparing and distributing information about the new fine rates that go into effect October 1 and September being Fine Free Month. Several thousand bookmarks were printed and distributed to all locations as were posters. Postcards were printed to be mailed this week to almost 4000 patrons who have overdue items since January 1 of this year informing them of Fine Free Month and the increase in fine rates. News releases were also sent out the last week of August. In short we are trying to do everything we possibly can to "get the word out" about this change.

Reports of Committees.

Support Services Committee. Mr. Santrock, reported on the resolution to authorize the Director to post "No Trespassing" signs at the Charleston Library. After discussion and on a motion by Mr. Santrock, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to post and enforce by all legal means, "No Trespassing" signs at appropriate locations in and around the Charleston Library when the library is closed.

Mr. Ranson reported on parking expansion at the Sissonville Branch and gave a brief update on the requests made by Mr. Karney Tinney to relocate a power pole as part of this renovation project. Upon a motion by Mr. Santrock, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to cause a power pole to be relocated at the Sissonville Branch in order that the Sissonville Library Board can expand the branch's parking lot onto adjacent property owned by Kanawha County Schools which has granted permission for said expansion.

New Business

Suit against Library by John H. Deskins. Mr. Ray gave clarification concerning this pending law suit. He explained that the Plaintiff, Mr. John H. Deskins, has filed a complaint in the Kanawha County Circuit Court to have the

Last Will and Testament of his late wife declared null and void. The Library is named as a defendant in the suit because it is one of the beneficiaries under the will.

Presentation of Phase I Draft Report of Space Analysis Study. Mr. Bob Rohlf from Professional Library Consultants, P.A., gave an oral presentation of the Preliminary Draft of Phase I of the Twenty-year Facilities Master Plan for the Headquarters and Branches of the Kanawha County Public Library. After a brief introduction he gave a detailed presentation of the Preliminary Phase I report which included:

* Comparing Kanawha County Library with other Libraries of similar size in the United States.
* Review of Public Library Services Available to Residents of Kanawha County
* Organization Chart
* Central Library Services
* Branch Library Services
* Recommended Policy for Branch Libraries to include:
  - Kanawha County Public Library Branches - Current
  - Recommended Guidelines for Branch Libraries

A video tape of this presentation was made and is currently on file in the administrative office of the Kanawha County Public Library.

There being no further business, the meeting was adjourned.

John [illegible]
President

Linda M. Voight
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

OCTOBER 14, 1991

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held October 14, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mrs. Smith
Mr. Ray	Ms. Thomas
Mr. Rolston	Dr. Wallace
Mrs. Reynolds	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant and Ms. Marilyn Henstock, Audiovisual Librarian.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the Minutes of the September 9, 1991 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston and unanimously carried, the payment of Book Bills in the amount of $39,666.58 and General Bills in the amount of $128.204.31

were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $5,335.99 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September 1991. Included were the following:

> The third annual Staff Development Day was held on September 11 at the John XXIII Pastoral Center. The day was divided into five sections and staff members were able to select from 4-5 sessions offered in each section. Because of the facilities we were able to have an assembly of all staff members prior to lunch. This afforded the opportunity to introduce the Board members in attendance to the staff. Mr. Ray made some general remarks to the staff followed by Mrs. Smith and Mr. Ray handing out certificates to recognize years of service. Mrs. Chilton then addressed the staff about the Long Range Planning process. Other Board members in attendance were Mr. Fontalbert, Mr. Moss, Mrs. Rugeley and Mr. Smith. I very much appreciate the Board members support of Staff Development Day. The evaluations we solicit were again very positive. It is in my opinion the most important thing we do each year to build not only staff competencies but also morale.
>
> September was a much busier month then usual. The system had a 16% increase in usage over September 1990. It seems teachers jumped right in and began assigning research topics. Elk Valley reported they had a class visit the second day of school! We were also busy with the return of overdue items during Fine Free Month. Over 11,000 overdue items were returned. Unfortunately, over 9,000 other items became overdue during the month.

The members of the staff did a great job of handling this increased usage and shelving all those returned items.

Early in September in celebration of International Literacy Day and Library Card Sign Up Month most locations set up and staffed a table for several hours at a shopping area. They registered some new patrons and distributed information about literacy. A number of staff reported that they were pleasantly surprised by the number of people who already had library cards and who had very complimentary comments about the "good job" the library was doing.

I am very happy to report that the computers for literacy activities are now in place at the Dunbar, Elk Valley and St. Albans branches. Five workshops were held at the end of September for literacy tutors, students and library staff members to become familiar with the various software packages that are available for use by literacy tutors and students. These computers and software resources were the result of a $25,000 grant we received last fall from the U.S. Department of Education. The grant was written and subsequently administered by Judy Duncan, head of Extension Services.

Banned Book Week was celebrated at the end of September. A newspaper article appeared and most locations had a related display of some type. The most interesting display was in Dunbar where staff member Danny Dixon was able to obtain a "jail" used in fund raising events and placed bookjackets of banned books as wanted posters inside the jail.

Just a reminder that you are invited to attend "Ghostly Tales: Imagination Celebration IV" at 7:00 p.m. Saturday, October 19th at the Cultural Center Theater. Three different storytellers will be presenting tales.

Reports of Committee.

Long Range Planning Committee. Mrs. Rugeley reported on the Committee's reaction to the Twenty-Year Facilities Master Plan for the Headquarters and Branches

of the Kanawha County Public Library, Preliminary Phase I Report which was presented by Mr. Robert H. Rohlf of Professional Library Consultants, P.A. After much discussion and upon completion of the Committee members stating their respective reactions to the report it was the consensus of the Committee to have the Director generate a letter to the consultants and share their concerns about the report. The letter was mailed to the consultants on September 17, 1991 and is copied below:

Mr. Robert H. Rohlf
Mr. Lester L. Stoffel
4831 Penn Avenue South
Minneapolis, MN 44509

Dear Bob and Les:

The Long Range Planning Committee of the Board of Directors met on September 16 for an in-depth discussion of the Preliminary Phase I Report. They have requested that I immediately share with you their concerns about this report.

These concerns are:

1. The Committee believes the report needs more detailed, critical evaluations of each branch and a uniform analysis of each location or department using the same basic criteria. A draft of what we have in mind is enclosed.

2. The Committee also would like included more analysis and explanation of how you arrived at your tables: "Recommended Guidelines for Branch Library Organization" and "Recommended Branch Libraries". For instance what reasons led you to arrive at the conclusions as to hours, staff, size, etc., shown in these two tables.

3. The Committee also would like to have included in the report your analysis of the data that compares KCPL and its peers. What specific facts as pertains to current and future KCPL space needs did you identify from your analysis of these comparisons that may have led you to

your recommendations in the two tables mentioned in #2 above?

4. The Committee would also like to see included more specific references to the roles the Board has recently identified for KCPL and how those roles have impacted your space recommendations for each location.

5. The Committee would like some revisions made of page 20. For the record the Board has never had a formal overall policy for the development of branch libraries. The Board recognizes that the lack of such planning has not served us well and this recognition is in good part responsible for the decision to undertake this study. The Committee suggests that you assume that KCPL recognizes and understands its responsibility to undertake the funding of capital improvements such as new branches. Another point of clarification on this page is that a **very** small portion of each branch's annual operating expenses comes from the local community, usually 10% or less. Also, the Committee requests clarification of your use of the term "County" on this page. As we receive funds from the County Schools, County Commission and are a County Library system that is somewhat independent of the County Commission we have a more or less unique structure. We do not want those reading this report to think you are recommending that the County Schools or County Commission should be responsible for the capitol funding of larger facilities. Some of our Board members thought that was exactly what you were saying.

6. On Page 4 in the second paragraph, second sentence the section "tax in equal one-third parts" is incorrect. The amount received from the County Schools and County Commission are equal. The amount received from the City of Charleston is less than 40% that is received from the other two bodies.

7. The Committee believes it is difficult to respond to your recommendations concerning the branches without knowing the type, scope and level of services you would be recommending space allocations for in the Main Library. They would like it understood that they may have more questions and request more elaboration of information or recommendations contained in the Phase I report once they review the Phase II report.

The Committee hopes you will find the sharing of these concerns helpful as you finalize the Phase I report.

It was noted that to date there has been no direct response to the concerns addressed in the letter above.

Mrs. Rugeley also spoke on the Long Range Planning Committee's commitment to have the board members tour the branch libraries in order to better understand our space situation. This would take approximately three to four hours per tour with visits to at least three or four of the branches at a time. A tentative schedule will be forthcoming from the Library Director, Linda Wright.

Financial Affairs Committee. Mr. Kauffelt stated that employees of Kanawha County Public Library are covered by the State Teachers Retirement Fund and have been making contributions to the Fund. The Library, however, has not made contributions to the Fund on behalf of the employees. It has recently been determined, after a discussion with Mr. David Stewart, Treasurer of Kanawha County Public Schools and a review of the pertinent WV Statutes that the Library should make monthly contributions. The Financial Affairs Committee recommended that the Library commence making the contributions as of July 1, 1991. Upon a motion by Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried, the following resolution was adopted.

RESOLVED, That the Library Director be authorized to amend the budget for the 1991/92 fiscal year to create a line item for employer retirement contributions, and

FURTHER RESOLVED, That the Library Director is authorized to transfer up to $100,000 from the unencumbered fund balance to the retirement line item.

Conwell Estate Item #1 - Mr. Kauffelt gave an overview of the property at 1018 Forest Road, Charleston, West Virginia, devised under the will of Donald Eugene Conwell, to Kanawha County Library and the Kanawha County Humane Association. This property has been appraised at $30,000. He also stated that interior repairs are needed that could improve the appraised value. Upon further discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted.

RESOLVED, That the Financial Affairs Committee in consultation with the Library Director and Administrative Services Officer are authorized to sell this parcel of property at or above the appraised value upon completion of minor interior cleaning and repairs at a cost of no more than $300 to the Library.

Conwell Estate Item #2 - Mr. Kauffelt discussed another parcel of property (lot only) located in Rio Rancho Estates, New Mexico that was also devised to the Library and the Kanawha County Humane Association under Mr. Conwell's Will. After discussion and upon a motion by Mr. Kauffelt, and unanimously carried, the following resolution was adopted.

RESOLVED, That the Financial Affairs Committee be given authority, upon agreement with the Kanawha County Humane Association, to sell the property located in Rio Rancho Estates, New Mexico to a Realtor in New Mexico for not less than $400.

Support Services Committee. Ms. Nelle Chilton shared that it was time again to renew our insurance policy with Commercial Insurance Services. Dr. Ranson gave a brief overview of the past bid process when selecting an insurance carrier. He said that carriers are very reluctant to rebid every year. After discussion and upon a motion by Ms. Chilton, seconded by Ms. Smith, and unanimously carried, the following resolution was adopted.

RESOLVED, That the insurance policy for the Kanawha County Public Library System be renewed at the current rate for a period of one year with Commercial Insurance Services.

New Business.

Audiovisual Services presentation. Ms. Wright introduced Ms. Marilyn Henstock, Audiovisual Librarian. Ms. Henstock gave an overview of this department. She spoke on the variety of materials that are available, i.e., video cassettes, CD's, audio cassettes, books on tape, how to audio books and that framed art along with sculptures were also available for check-out by Library patrons. She also showed samples of the items that are available. All materials are available to a patron having a current

library card. Material check-out policies were also addressed. Ms. Henstock concluded her presentation and answered questions from Board members.

There being no further business, the meeting was adjourned.

John L Ray
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

NOVEMBER 11, 1991

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held November 11, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mr. Smith
Mr. Ray	Ms. Thomas
Mrs. Reynolds	Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the October 14, 1991 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Sloan, seconded by Mrs. Chilton and unanimously carried, the payment of Book Bills in the amount of $46,563.27 and General Bills in the amount of $71,456.84

were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $1,253.27 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Sloan, seconded by Mrs. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October, 1991. Included were the following:

> October was filled with a number of programs at our various locations, programs mainly centered around the "Always a River" barge visit and on Halloween themes.
>
> Ghostly tales were told to approximately 360 children and adults at the Cultural Center Theatre on October 19 at the fourth Library Imagination Celebration. Three West Virginia story tellers gave an excellent program. An added feature this year were library staff members serving as greeters and ushers attired in costumes courtesy of Masters Tuxedo. All staff members who participated in this program are to be congratulated on its success.
>
> Another annual event was the "Write for Fright" contest with over 2,000 entries. Thirteen winners were selected and announced at Imagination Celebration. The stories and poems were recorded and played on WQBE radio on Halloween night and were printed in the Charleston Daily Mail.
>
> Fall story time series for preschoolers got underway at most locations in October. A sampling of other program held during the month in the system are: a leaf walk at St. Albans led by former St. Albans Mayor Jim Randall of the Urban Tree Council attracted fifty participants, the beautifully photographed movie "River

Song" was shown to an audience of 20 in Cross Lanes, Charleston Childrens had over 900 children come for class visits (many of whom went on to see the "Always a River" barge) and the Dunbar Library had a successful booksale.

The Library again had a booth at the Cavalcade of Trade courtesy of Chambers, Paterno and Associates. We gave away over 500 rolodex cards that encouraged business people to call the Library's Reference Department for "fast facts".

Channel 3's 11:00 news series "In the 90's" featured the Library's drive-up window and computer catalog one evening.

KCPL has also been active on the national library scene. For the past several years Elizabeth Fraser, Assistant Head of the Charleston Reference staff has reviewed reference books for Booklist, a national library review journal and now David Schau, Dunbar Branch librarian is reviewing travel books for Library Journal. KCPL has also appeared in two recent issues of Library PR News, which had articles about our Write for Fright contest and our recent Wish Map program.

Reports of Committee.

Long Range Planning Committee. Mrs. Rugeley and Ms. Wright gave an overview of the Twenty-Year Facilities Master Plan for the Headquarters and Branches of the Kanawha County Public Library, Phase I Report (Revised: October 1991). They shared the Committee's concerns relating to:

Page #2 - Mission Statement and the three roles and six goals.

Page #4 & 5 - Comparing Kanawha County Library with Libraries in the United States-Serving counties or regions within 10% plus or minus the population served by Kanawha

County Library. Mrs. Rugeley stated that some factors were not included in the survey that was used for comparison.

Page #32 - Policies for the Branches and items such as capitol improvements, and the recommendation for a second Bookmobile.

Page #35 -Recommended Guidelines for Branch Library Organizations with respect to classifications.

Page #36 - Recommended Branch Libraries - Configurations that led the consultants to their recommendation.

A rough draft of the Phase II report has been received and a letter of reaction to this draft report has been mailed to the consultants. Phase II final report should be received by the end of December. Costs should be addressed in this report.

In response to questions about the low usage of the Charleston Library Ms. Wright discussed the Charleston Library Drive-Up Window. Efforts are being made to improve access to Charleston by making the drive-up window service better known. Guidelines for the service are being put in place.

Mrs. Rugeley stated that if anyone has questions, concerns, or comments in regards to the consultants Phase I Report contact the Committee Chairperson, Mrs. Rugeley, or the Library Director Ms. Wright.

Financial Affairs Committee. Mr. Kauffelt spoke on the Conwell Estate in which properties were left to the Kanawha County Public Library and the Kanawha County Humane Association which are:

A. Property at 1018 Forest Road, Charleston. Mr. Kauffelt shared details of the sealed bid that was submitted by Mr. Jamil F. Harb which has been accepted by the Kanawha County Humane Association. After discussion and upon a motion by Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

RESOLVED: The President of the Board of Directors of the Kanawha County Public Library is authorized to accept the bid proposal submitted by Mr. Jamil F. Harb to purchase the property at 1018 Forest Road at a price of $31,500.00 as shown in the copy of the Bid Proposal Form signed, approved and attached to the minutes of this meeting. (see page #7).

B. Conwell Property in Rio Rancho Estates, New Mexico also left to the Kanawha County Public Library and the Kanawha County Humane Association. After discussion and upon a motion by Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted.

RESOLVED: That the Library Director or the Administrative Services Officer of the Kanawha County Public Library are hereby authorized to contact a Realtor in the state of New Mexico to list and take offers for the sale of this parcel of land for no less than $400.00.

New Business

Teleconference. Ms. Wright informed the Board of Directors that on December 10th the Library Commission will present a follow-up teleconference to the Governor's Conference and the White House Conference on Librarians. Governor Gaston Caperton has invited the 400 delegates to the Governor's Conference to participate. The Governor has also invited all members of the Legislature to attend this teleconference of town meetings on libraries.

The Library Commission would like to extend an opportunity to all librarians, staff, board members, friends and members of our community who are interested in the future of our library program. To this end there will be approximately 50 sites where viewers may participate in the follow-up Conference. Any additional information concerning this event will be made available to the Board of Directors through the Library Director.

Branch Libraries Open Houses. A tentative schedule of the Branch Libraries holiday open houses are as follows:

Sissonville - December 5 - 6:30 - 8:00 p.m.
Cross Lanes - December 13 - 6:30 - 8:00 p.m.
Dunbar - December 13 - 7:00 - 8:00 p.m.
St. Albans - December 14 - 10:30 - 2:00 p.m.
Nitro - December 19 - 2:00 - 8:00 p.m.

These open houses are sponsored by the branch boards. All Kanawha County Public Library System Board of Directors are invited to attend any or all of the Branch Libraries Open Houses.

There being no further business, meeting adjourned

PRESIDENT

SECRETARY

BID PROPOSAL FORM
FOR
HOUSE AT 1018 FOREST ROAD
CHARLESTON, WEST VIRGINIA

The Kanawha County Public Library (KCPL) and the Kanawha-Charleston Humane Association Animal Shelter (KCHA) have been jointly devised ownership of the property at 1918 Forest Road, Charleston, West Virginia. The respective boards of directors of KCPL/KCHA have authorized the offering of the property for sale to the highest bidder on a sealed bid basis, subject to the following conditions:

1. The minimum bid shall be $30,000.

2. The bid proposal shall not contain any contingencies other than that provided for in Paragraph 3 of this Bid Proposal Form.

3. Upon acceptance of a bid by KCPL/KCHA, bidder must immediately deposit $1,000 in "earnest money" with KCPL/KCHA. Bidder expressly acknowledges that he/she understands that the earnest money deposit shall be applied to the total purchase price at the time of closing and shall be forfeited as liquidated damages should bidder decline to consummate the purchase of said property for any reason other than the inability of KCPL/KCHA to convey said property by good and marketable fee simple title.

4. Bidder expressly acknowledges that he/she has inspected said property and has based his/her bid on the present physical condition of the property. Bidder also expressly acknowledges that KCPL/KCHA are offering the property on an "as is" basis and are not offering any expressed or implied warranties on the property other than a special warranty.

5. Any real property taxes due for the 1991 calendar year shall be pro-rated as of the date of closing.

6. Bidder agrees to complete sale by December 15, 1991.

7. All bids must be submitted on a Bid Proposal Form supplied by KCPL/KCHA. All bids must be received in the Administrative Offices (4th floor) of the Kanawha County Public Library, 123 Capitol Street, Charleston, West Virginia 25301, by 3.30 p.m., November 11, 1991.

8. KCPL/KCHA reserve the right to reject any or all bids for any reason.

Note: Please direct any questions regarding bids to Fred Ranson, Kanawha County Public Library. Telephone: 343-4646

I (we) the undersigned hereby certify that we have read the foregoing Bid Proposal relating to bids to be presented to KCPL/KCHA to purchase the property at 1018 Forest Road, Charleston, West Virginia. I (we) agree to the conditions of the bid set forth hereinabove and hereby bid $ 31 500 00 to purchase the subject property.

Jamil F. Harb 11-10-91
(Purchaser) Date

(Purchaser) Date

Accepted by KCPL/KCHA this 11th day of November, 1991.

John L. Ray President Board of Directors
For Kanawha County Public Library (KCPL)

Thomas D. Mandeman
For Kanawha-Charleston Humane Association Animal Shelter (KCHA)

Jamil F. Harb

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

DECEMBER 9, 1991

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held December 9, 1991 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Rugeley
Mrs. Glasser	Mrs. Russell
Mr. Kauffelt	Mr. Santrock
Mr. Moss	Mrs. Sloan
Mr. Ray	Mr. Smith
Mrs. Reynolds	Mr. Stewart
Mr. Rolston	Ms. Thomas
	Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant, Ms. Karen Philippi, Automation Manager and Ms. Bridget Herndon, St. Albans Children's Associate.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the November 11, 1991 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt and unanimously carried, the payment of Book Bills in the amount

of $42,291.30 and General Bills in the amount of $70,866.31 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $792.90 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November, 1991. Included were the following:

> Karen Philippi, Automation Manager, Claudia Benton, Head of Technical Services and Sandy Dempsey, Automation Associate, attended a training class for four days on the operation of the new Hewlett Packard minicomputer. The minicomputer is scheduled to be installed Wednesday, December 11th.
>
> The system celebrated Children's Book Week by holding programs in each location celebrating the 50th birthday of the childrens book character Curious George, an inquisitive monkey created by the author H.A. Rey. Each location used books and films about Curious George. St. Albans had 94 children attend their program.
>
> Terri McDougal, Head of Children's Services, presented a session on children's literature at "Our Children, Our Future", a statewide conference co-sponsored by Central Child Care of West Virginia and the University of Charleston.
>
> In honor of Children's Book Week the St. Albans Library encouraged elementary students to grow a bookworm by reading a book. This was a friendly competition where students from Central, Alban, Lakewood and Fairview schools competed to see which school could grow the longest bookworm based on percentage of student participation. The contest ran during the entire month

and 522 books were read by these students. Alban Elementary was the winning school. Each child received a certificate and bookmark acknowledging their participation in the program.

Fifteen staff members attended the annual conference of the West Virginia Library Association.

Recognition of Staff Awards. Ms. Wright introduced the staff members present, Karen Philippi, Automation Manager and Bridget Herndon, St. Albans Children's Associate to the Board of Directors. These individuals were recently recognized for outstanding achievement at the 1991 West Virginia Library Association Conference and were in attendance at the Board of Director's meeting to be commended for their outstanding contributions. Upon a motion by Mr. Moss, seconded by Ms. Glasser, and unanimously carried, the following resolution was adopted.

WHEREAS, Bridget Herndon of the St. Albans Branch Library was presented the Intellectual Freedom Award for 1991 at the 1991 annual conference of the West Virginia Library Association for her actions to ensure the availability of information about chemicals produced in the St. Albans area,

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library commends Ms. Herndon for her defense of the principles of intellectual freedom and congratulates her on the receipt of this award.

Upon a motion by Mrs. Chilton, seconded by Mr. Smith, and unamiously carried, the following resolution was adopted,

WHEREAS, Karen Philippi, Automation Manager, was presented the 1991 Certificate of Merit award at the 1991 annual conference of the West Virginia Library Association for service to libraries and librarianship in West Virginia, and

WHEREAS, Ms. Philippi was recognized as an automation pioneer being the first VTLS system manager in the State, organizing the first VTLS users group, and for the countless hours she has worked with those involved with automation throughout West Virginia,

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library commends Ms. Philippi for her many efforts to support library automation around the State and to congratulate her on the receipt of this recognition from her peers.

Reports of Committees

Support Service Committee. Mr. Santrock reported that on Thursday, November 21, 1991 at 4:00 p.m. a meeting of the Support Service Committee was held to discuss the following items:

1. Repairs to elevators at Charleston and St. Albans libraries. Mr. Santrock gave a brief description and justification as to the need to repair the front elevator at the Charleston Library and the elevator at the St. Albans Branch Library. He stated that in both cases that ongoing maintenance problems continue to be a major factor for down time of the elevators. Both elevators are in need of replacement of components. He discussed cost estimates ($68,000) to complete all needed repairs to both elevators. Safety factors were discussed and it was also pointed out that the St. Albans Branch's existing elevator may not meet handicapped requirement codes for size, (i.e., American Disability Act). Following discussion and upon a motion by Mr. Santrock, seconded by Mrs. Chilton, and unanimously

carried, the following resolution was adopted.

RESOLVED, That pending determination of the Financial Affairs Committee as to the funds available to cover the cost of renovation for the front elevator at the Charleston Library and the elevator at the St. Albans Branch Library, the Administrative Services Officer is authorized to secure bids and award contract(s) of up to $68,000 to complete all needed repairs in accordance with all federal, state and local codes and specifications.

2. Planter Walls and Steps at the Charleston Library. Mr. Santrock discussed the repairs to the planter walls at the Charleston Library. He stated that a meeting was recently held with Mr. Richard Harris representing the original contractor, E. L. Harris & Sons, who completed the construction of the planter walls and steps at the Charleston Library in 1965. Also present at that meeting were Mr. Kauffelt and Dr. Ranson. At that time Mr. Harris was advised that certain repairs to the walls and steps had been completed, and the cause of the major problems with the walls and steps surrounding the Library was discussed. Dr. Ranson gave a brief overview of the original construction and the specifications of the walls and steps. Mr. Santrock stated that another meeting will be scheduled with Mr. Harris in the near future.

3. Landscaping Update. Ms. Thomas gave a brief update on the landscaping project currently underway in and around the Charleston Library. She also stated that some shrubs and trees were recently planted and were donated by the Kanawha Garden Club. The Board of Directors gave the

Library Director instructions to write a letter of appreciation to the Kanawha Garden Club for their gracious donation and support of the Library.

Public Service Committee. Mr. Moss reported that a meeting of the Public Service Committee was held December 3, 1991 to discuss the Regatta Booksale. Ms. Wright gave an overview of the success of the 1991 Regatta Booksale. She also stated that all but a small percentage of the items sold were donated by the public. Items taken from the library materials collection for the booksale were worn and/or outdated items. Following discussion and upon a motion by Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted.

> RESOLVED, That the Board of Directors of the Kanawha County Public Library hereby ratifies and approves that action of the Library Director and staff in the sale of approximately 1,500 worn and/or outdated items from the library from the library materials collection at the annual Regatta Booksale.

There being no further business, the meeting was adjourned.

John L. Cary
President

Linda S. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

JANUARY 13, 1992

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held January 13, 1992 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mr. Rolston
Mr. Kauffelt	Mrs. Rugeley
Mr. Moss	Mrs. Sloan
Mrs. Reynolds	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Rugeley, Vice-President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a letter of appreciation received from Mr. Aaron W. Jones, Director, Charleston Men's Emergency Shelter which reads as follows:

December 27, 1991

Linda Wright, Library Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301
Dear Ms. Wright:

We would like to thank you and the Kanawha County Public Library for sponsoring the Food for Thought/Food for Fines

Program that allows us to have food to give our residents a start in their own residence when they get housing during the year.

Sincerely yours,

/s/

Aaron W. Jones
Director

Ms Wright also read thank you notes that were left by patrons expressing their appreciation of the service they had received at the Charleston and Dunbar Libraries.

Approval of Minutes. Upon motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the Minutes of the December 9, 1991 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Mr. Kauffelt and unanimously carried, the payment of Book Bills in the amount of $37,605.03 and General Bills in the amount of $122,233.50 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $1,368.59 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December, 1991. Included were the following:

The Food for Thought, Food for Fines program collected over 7,300 items, last year 6,500 food items were collected. Capitol Cablevision again gave $600 to publicize the campaign. Each of the food pantries has been very appreciative of the food.

The new minicomputer was installed on December 11 and 12. Although the hardware installation went smoothly, several problems were encountered in the installation of the VTLS software. We are in the process of communicating them to VTLS. There has been a significant improvement in the response time on the system since the new hardware was installed.

Christmas open houses were held by the Cross Lanes, Dunbar, St. Albans and Sissonville branches.

A staff in-service training workshop was conducted by the Children's Services Department on the author, Eric Carle. This is the author who will be the focus of a week long series of programs in early March in the elementary schools aided by Read Aloud West Virginia. There is also an exhibit of his illustrations opening next week at Sunrise Museum. Each of our locations will conduct a program focusing on his works in March.

Two building maintenance problems dealt with by Fred Ranson and the maintenance staff during December occurred at Glasgow and Sissonville. Glasgow Library was flooded due to a clogged storm sewer. A number of hours were spent using a wet vacuum to pull up the water from the carpeting. Maintenance staff had to spend several days in the freezing weather replacing a crushed sewer line at Sissonville.

Reports of Committees

Long Range Planning Committee. Mrs. Rugeley gave an overview of the status thus far of the consultants report on space needs. She stated that a meeting of the Long Range Planning Committee has been scheduled for January 20,

1992 at which time Mr. Robert Rohlf, Professional Library Consultant will be in attendance to address the committee's questions and concerns and to discuss the overall scope of the consultants report.

Financial Affairs Committee. Mr. Kauffelt reported to the Board on the 1990/91 Audit Report that was recently conducted by The Smart Group, A.C. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted.

> RESOLVED, That the "Kanawha County Public Library, Financial Statement, Cash Basis, June 30, 1991" being the audit report for the fiscal year 1990/91 prepared by The Smart Group, A.C., be received and filed.

Municipal Contributions Requests for FY 1992/93. Mr. Kauffelt reported the need to generate the annual Municipal Contributions letters regarding each Branch Library. Ms. Wright explained that the formula used to arrive at the requested amounts from the municipalities and is based on the rate of .01 cents per $100, .02 cents per $100 and .04 cents per $100 to the particular cities property assessment valuations for Classes I, II, and IV respectively. The advisory boards in each unincorporated community are asked to contribute $3,000 towards the operation of their branch. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolutions was adopted.

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 1992/93.

Clendenin	$ 4,247
Cross Lanes	3,000
Dunbar	29,444
Elk Valley	3,000
Glasgow	3,000
Marmet	6,829
Sissonville	3,000
St. Albans	36,745
Total =	89,265

New Business

Grant-In-Aid. Ms Wright shared information that the West Virginia Library Commission had informed her that the Governor's recommended budget for 92/93 for that agency reflects a 4% reduction over this year's appropriation. State Grant-In-Aid to public libraries will decrease from $3.10 per capita to $2.93 per capita. For Kanawha County Public Library this translates into approximately $32,000 less than was originally appropriated for this year. This reduction will have a significant negative impact on the smaller libraries in the State who rely on State Grant-In-Aid for the majority of their operating funds. State Grant-In-Aid has decreased since 1987 by -4.3% even though costs of operating libraries have increased significantly due to the increased cost of employee benefits and the increased cost of books. Mr. Ray has written letters to each Member of the Kanawha County delegation addressing the subject of State Grant-In-Aid which read as follows:

December 23, 1991

State Capitol
Charleston, WV 25305

Dear Senator or Delegate:

On behalf of the Board of Directors of the Kanawha County Public Library I am writing to urge you to increase State Grant-In-Aid for public libraries to $5.00 per capita. State Grant-In Aid funding for the West Virginia Library Commission is less in 1991 than was appropriated in 1986. Not only are there less real dollars but inflation has eroded the value of these dollars and the costs of benefits for employees and the cost of purchasing books and other library materials has increased dramatically. The result for most libraries across the State has been a reduction in their ability to provide library service, i.e., reduction in hours of operation, less library materials purchases, etc. This comes at a time when the public demand for information and library services is increasing. Our library system experienced a nine percent increase in the use of our materials collection last fiscal year. Statistics about the use of the Kanawha County Public Library system are enclosed for your information.

Sincerely,

/s/

President

Virginia Technical Library Services (VTLS). In reference to the new minicomputer which was installed on December 11 and 12. There was further discussion as to the several problems that were encountered in the installation of the VTLS software, and upon a motion by Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted.

RESOLVED, That payment to VTLS be delayed until adequate adjustment is agreed upon by Kanawha County Public Library and VTLS

to compensate for their less than adequate service in regard to the tape installation for the new Hewlett Packard minicomputer.

The 19th Annual Library Appreciation Day Dinner. Ms. Wright informed the Board of this annual event scheduled to be held at the Charleston Civic Center on Tuesday, February 11, 1992. The reception will begin at 6:00 p.m., dinner will be at 7:15 p.m. A brochure was handed out and the speaker will be Mr. Christopher Janus. He is the author of Miss 4th of July, Goodbye which was made into a film by Disney Productions, and What They Always Wanted. Mr. Janus was born in Charleston and spent his early years in Montgomery. Ticket price is $18.00. Please contact Dallas Sheldon, 343-4646 extension 43, to purchase tickets. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted.

RESOLVED, That the Board of Directors of the Kanawha County Public Library System invite the Mayors of each city of Kanawha County, by letter, to be their guest at the 19th Annual Library Appreciation Day Dinner to be held at the Charleston Civic Center on Tuesday, February 11, 1992.

FURTHER RESOLVED, That the cost of $18.00 per ticket be paid by the Board of Directors of the Kanawha County Public Library System contingent on the approval of the Financial Affairs Committee as to the funds available to cover this event.

Other Business

Board of Directors Meeting for February, 1992.

After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted.

> RESOLVED, The the Board of Directors Meeting scheduled for Monday, February 10, 1992 begin at 3:30 p.m in the Board Room of the Kanawha County Public Library.

There being no further business, the meeting was adjourned.

John A. Ray
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

FEBRUARY 10, 1992

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held February 10, 1992 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Glasser	Mrs. Smith
Mr. Kauffelt	Mr. Smith
Mr. Moss	Mr. Stewart
Mr. Ray	Ms. Thomas
Mrs Rugeley	Dr. Wallace
Mrs. Sloan	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the January 13, 1992 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Wallace and unanimously carried, the payment of Book Bills in the amount of $23,081.71 and General Bills in the amount of $61,632.45 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $1,708.33 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January, 1992. Included were the following:

> January is usually the busiest month of the year. January 1992 was no exception; in fact, it was another record breaking month. For the first time ever we circulated more than 100,000 items in one month, 6.3% more than in January 1991 which had been our previous record. A number of units had substantial increases over January, 1992. For example: Marmet 20.6%, Sissonville 15.6%, Clendenin 13.2% and Childrens Services 12.3%. Charleston Reference experienced a 12% increase in reference questions, a 32% increase in interlibrary loan requests and a 44% increase in use of backfiles of magazines. The courier handled over 4,300 items to fill interloan requests within the system. Each member of the staff is to be commended for their hard work in meeting this increased demand for service.
>
> Several training sessions were held in January organized and in most instances conducted by Ms. Karen Philippi, our Automation Manager. Twenty-two staff members received training dealing with key word searching of the public access catalogs and fourteen people participated in a workshop on word processing and spreadsheet software.
>
> Ms. Wright read several notes of appreciation about our service from the public.

Reports of Committees

Long Range Planning Committee - Mrs Rugeley reported that a meeting was held January 20, 1992 with Mr.

Bob Rohlf, Library Consultant, to discuss the twenty year space study. She explained that during the meeting the Committee was able to ask all of those "why" type questions about the study and the confidence in the expertise of the consultants was reconfirmed. She stated that Mr. Rohlf answered all questions and is in the process of revising the space study. He should have a revised Phase I and Phase II study to the Long Range Planning Committee by late February, 1992. Several informational sessions are planned to allow the Committee to walk other Board Members through the study. Mrs. Chilton shared that the meeting with the consultant was very productive and she felt very comfortable. Ms. Thomas asked if there were any substantive changes to the study. Mr. Ray explained that there were no substantive changes. He felt that the meeting was very successful and that the study will come out with the type of information needed.

Personnel Committee - Ms. Wright gave an overview of the meeting which was held February 3, 1992. The Committee submitted a request that four staff members be allowed to attend The 1992 Chicago Cluster of workshops sponsored by the Public Library Association, March 18-20 at the Palmer House Hotel in Chicago, Illinois. Staff members include: Jo Ellen Flagg, Marilyn Henstock, Alice Riecks and Sara Sue Wright. Mr. Kauffelt asked how the selection is made on who will attend. Ms. Wright explained that a notice is sent out to each unit manager and requests to attend are

submitted including some explanation of why the person believes it will be beneficial. Individuals are selected based on system needs and who has attended before. After discussion and upon a motion by Mr. Smith seconded by Mrs. Rugeley, and unanimously carried the following resolution was adopted:

RESOLVED, That four staff members be authorized to attend the Public Library Association workshops in Chicago, IL on March 18-20, 1992 and the expenses be paid in an aggregate amount not to exceed $2,500.

Financial Affairs Committee - Mr. Kauffelt, Chair, reported that a meeting of the Committee was held February 4, 1992 for the purpose of discussing the proposed FY 1992/93 Budget. Mr. Kauffelt reviewed the major points in the budget proposal.

After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the budget presented to the Board at this meeting and shown on the statements attached to the minutes of this meeting was approved.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1992,

which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of the Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1992, which has been approved and adopted by the Library Board, be transmitted to the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of the Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1992, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of the Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Old Business

The 19th Annual Library Appreciation Day Dinner.

Ms. Wright reminded the Board of this annual event scheduled

for February 11, 1992. At the monthly Board of Directors Meeting held January 13, 1992 a resolution was adopted to invite the Mayors of cities where we have a library to be the guest of Kanawha County Public Library at this event. A copy of the letter sent to Mayor Hall is the example copied below:

February 5, 1992

The Honorable Kent S. Hall
Mayor of Charleston
Charleston, WV 25301

Dear Mayor Hall:

On behalf of the Board of Directors of the Kanawha County Public Library I would like to invite you to be our guest at the 19th Annual Library Appreciation Day Dinner to be held Tuesday, February 11, 1992 at the Charleston Civic Center at 6:00 p.m. Each year the West Virginia Library Association sponsors this dinner for the Governor and members of the Legislature to impress upon them the importance of public libraries and the need for adequate state funding. Usually the dinner is attended by over 1,000 library supporters from around the State.

The Keynote speaker this year is West Virginia Author Christopher Janus. He is the author of Miss 4th of July, Goodbye which was made into a film by Disney Productions, and What They Always Wanted. Mr. Janus was born in Charleston and spent his early years in Montgomery.

If you are unable to attend perhaps a member of the Charleston City Council would be able to join us. The make arrangements please contact Dallas Sheldon at 343-4646, extension 43. We look forward to seeing you on February 11.

Sincerely,

/s/

LINDA G. WRIGHT

LGW:ds

Ms. Wright noted that Mayor Hall has indicted he will attend. No communication has been received from the other invitees.

There being no further business, the meeting was adjourned.

John J. Carey
President

Linda D. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

1992/1993 BUDGET

INCOME

Levying Authorities	1992/1993
Board of Education	1,198,469
County Commission	1,198,469
City of Charleston	454,814
Subtotal	2,851,752
State Grants	
Grant In Aid (@ 2.93 per capita for 92/93)	552,146
Nitro Administrative Fee	3,239
Special Grant	37,500
Institutions Grant	16,944
Subtotal	609,829
Branch Support	
Clendenin	4,247
Cross Lanes	3,000
Dunbar	29,444
Elk Valley	3,000
Glasgow	3,000
Marmet	6,829
St. Albans	36,745
Sissonville	3,000
Subtotal	89,265
Other	
Fines and Fees	55,000
Interest	30,000
Miscellaneous	28,000
Drawdown from Unrestricted Fund Balance	0
Jacobson Fund	40,000
Subtotal	153,000
GRAND TOTAL	3,703,846

KANAWHA COUNTY PUBLIC LIBRARY

1992/1993 BUDGET

EXPENDITURES

	1992/1993
Salaries	
Full-time Professional	669,601
Part-time Professional	35,556
Full-time Paraprofessionals	1,091,870
Part-time Paraprofessionals	176,928
Substitute Professionals	9,200
Substitute Paraprofessionals	32,200
Subtotal	2,015,355
Benefits	
Education	3,000
Parking	10,000
Retirement	110,063
FICA	153,233
Health Insurance	240,000
Dental Insurance	17,200
Vision Insurance	3,870
Disability Insurance	7,000
Workers Compensation	13,087
Unemployment Compensation	15,000
Subtotal	572,453
Salaries & Benefits Subtotal	2,587,808
Materials for Collection	518,500

KANAWHA COUNTY PUBLIC LIBRARY
1992/1993 BUDGET
EXPENDITURES - Page 2

	1992/1993
Other	
Collection Agencies	2,500
Electricity	89,550
Water	6,625
Sewerage Treatment	3,185
Natural Gas	9,000
Fire Service Fee	750
Telephone	23,725
Trash Removal	2,415
Office Supplies	14,380
Automation Supplies	11,000
Automation Equipment	7,500
Automation Repair & Maintenance	50,000
Library Supplies	28,850
Housekeeping Supplies	8,685
Postage/Freight	49,895
Printing	8,000
Programs	4,000
Refunds	900
Interviews	1,200
Advertising	1,200
Memberships	2,400
Audit	3,000
Property and Casualty Insurance	25,000
Travel & Training	17,500
Software & OCLC Expense	29,000
Building Repair & Maintenance	49,000
Building Improvements	39,000
Equipment Repair & Maintenance	7,050
Equipment Purchase	19,750
Rental, Equipment & Vehicle	1,000
Vehicle, Purchase	17,988
Vehicle, Gas & Oil	6,025
Vehicle, Maintenance	5,300
Copier Expenses	7,300
Rental Copier Expenses	11,500
Duplicating Expenses	2,365
Miscellaneous	1,000
Subtotal	567,538
Contingency	30,000
Other & Contingency Subtotal	597,538
TOTAL	3,703,846

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

MARCH 9, 1992

The regular meeting of the Library Board of Directors of The Kanawha County Public Library was held March 9, 1992 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms.	Chilton	Mrs.	Rugeley
Mr.	Kauffelt	Mr.	Stewart
Mr.	Moss	Ms.	Thomas
Mr.	Ray	Dr.	Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read excerpts from seven letters recently received from the West Virginia Legislature in response to the Board's letter concerning State Grant-In-Aid. Four of these letters were from the West Virginia Senate and three were from the West Virginia House of Delegates. All were supportive in nature and assured the Library of continued support of Grant-In-Aid.

Approval of Minutes. Upon motion of Dr. Wallace, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the February 10, 1992 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas and unanimously carried, the payment of Book Bills in the amount of $47,889.52 and General Bills in the amount of $70,146.63 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted bills to be paid from Special Funds of $616.33 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February, 1992. Included were the following:

> Although February was not as busy as January we did experience an eleven percent increase in usage over February, 1991.
>
> The annual Library Appreciation Dinner was held on February 11. Over 1,200 people attended. More than two dozen library staff members attended, many of whom volunteered their time to work at the registration and book sale tables. Mayor Hall of Charleston attended as did Mr. Darrell Harless, Vice Mayor of St. Albans and Mr. Bryan Smithers a St. Albans councilman. Many members of the St. Albans and Cross Lanes Advisory Boards were in attendance as were representatives from the Marmet, Dunbar and Sissonville Advisory Boards.
>
> During February most locations had displays on Black History month. A display entitled "Afro Americans in St. Albans" was not only well done and well received, but new information and materials came to light about the Black community in St. Albans. A feature story appeared in the Metro West. This display was coordinated by St. Albans staff member Annette Harris.

Some of the successful programs held in February included workshops for children making log cabins coordinated by Children's Branch Program Coordinator, Patty Bergeron; valentine workshops at St. Albans and Sissonville; and a genealogy workshop for adults at Sissonville.

The Charleston Library had a number of class visits; 618 children visited the Children's Services Department and 229 students received tours and instructions in using various materials from the Charleston Reference staff.

A reorganization of the Technical Services Department got underway as a result of the recommendations from the management audit performed by Marsha Holliday, Personnel Manager. Some of the recommendations centered on rearrangement of furniture and equipment, more tracking of work flow, and more cross training of staff so work can continue in all areas of the Department, to at least some extent, despite illness and vacation.

The Library has received a grant of $3,200 from the Jacobson Foundation. This grant will provide for two microcomputers and software setups to be located in Children's Services and in Dunbar. The software is called Book Whiz and through a series of questions interviews students to try to determine what they like to read. After the questions are answered a list of books is given based on the answers. Each database consists of 1,000 titles. The software in Children's Services is aimed at grades three through six and in Dunbar at grades six through nine. These programs have been successful in other libraries in encouraging children to read and we appreciate the Foundation giving us the opportunity to have the opportunity to try them in our system. The hardware and software is currently on order.

Reports of Committees

Financial Affairs Committee - Mr. Kauffelt, Chair, reported that a meeting of the Committee was held March 3, 1992 to consider the following:

I. FY 92/93 Budget document. It was reported that the FY 92/93 budget was sent to all parties concerned, i.e., Kanawha County Board of Education, Kanawha County

Commission and the City of Charleston. Mr. Kauffelt then discussed the need to authorize the balancing of funds in the current 1991/92 budget. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director, within the limits of the Budget Document for the fiscal year ending June 30, 1992, be an is hereby authorized to balance the overexpended accounts and the under-expended accounts as of June 30, 1992.

It was also recommended that Mr. Stewart contact Dr. Ranson to set up a different method of handling this in the future.

II. Deskins Estate - Mr. Kauffelt reported that Mr. William Scharf, Attorney with Payne, Loeb, and Ray, representing the Library, had reported to the Financial Affairs Committee on the status of the suit brought by Mrs. Deskins' husband against the Library and Marshall University. After discussion, the Committee authorized Mr. Scharf to make a written offer to Mr. Deskins' attorney, which would provide for an interest in the estate to be given to Mr. Deskins for his lifetime, and upon his death the remainder to be divided by the Library and Marshall University. After hearing Mr. Scharf's report the Committee concluded that he should prepare to defend the Library's position at the trial now scheduled for July 6, 1992. Mr. Scharf was instructed to contact the Committee in the

event he received a response to the Library's offer from Mr. Deskins' attorney.

III. Conwell Estate - Mr. Kauffelt stated that Mr. Harb who had originally submitted a bid to purchase the house has since declined to complete the purchase and forfeited the $1,000 earnest money. It was discussed that further repairs may need to be completed to increase the possibility of sale. Dr. Ranson discussed other aspects of the estate, such as outstanding liabilities and medical bills.

IV. Levy Assessment for the City of Charleston. Ms. Wright read a letter that she had recently received from the Honorable Mayor Kent Hall. A copy of this letter is attached to the minutes of this meeting. She informed the Board that for FY 92/93 the Library is requesting $454,814 annually from the City of Charleston. Dr. Ranson has made contact with the City and requested that they submit a schedule of proposed payments of this amount. After this is received the Financial Affairs Committee will continue to evaluate this matter.

Long Range Planning Committee - Mrs Rugeley, Chair reported that a meeting was held March 2, 1992 at which time the final space study report was received. She stated that the Committee has only briefly looked over the final report along with the transcript of the January 20, 1992 meeting with Mr. Rohlf, of Professional Library Consultants, Inc.

She asked that the April 13, 1992 Board meeting convene at 3:30 p.m. at which time the space study report would be distributed to each Board member and a preliminary overview of the report given with a summary of the main recommendations. She also indicated that a few informational sessions will be scheduled to allow each Board member the opportunity to have questions answered, points clarified, etc. Also, a roundtable with the Library staff will be scheduled for April to present an overview of the report and to receive questions, concerns and feedback about the report's recommendations. Each Branch Board will be presented an overview of the report and their respective branch's section during their regularly scheduled Board meetings in April or May. Mr. Ray expressed the Board's appreciation to the Long Range Planning Committee for their excellent work in carrying out this project.

Public Service Committee - Mr. Moss, Chair reported that a meeting was held February 20, 1992 to consider the following:

I. Park and Read - Mr. Moss gave an overview of this proposed program. The Kanawha County Public Library will begin validating parking tickets for evening and weekends at the Quarrier Street Parking Building. This would allow the library patron to obtain a parking discount of .50 cents for the first hour. There will be no expense to the

Library. Tentative plans call for the program to begin in early April.

II. Code of Patron Behavior - Mr. Moss stated that a court in New Jersey had recently upheld a case in which a homeless person sued the library because he was asked to leave the facility due to what was described as his offensive body odor. The homeless person won the case and the Library has appealed it. The concern is that this type of situation could happen here. Number nine and eleven of our current code is similar to this case. The American Library Association, at its Mid-Winder Conference, planned to issue guidelines for the writing of such rules of behavior. When these revisions are received Ms. Wright will send them to Mr. Ray to ascertain the need for revisions to the current KCPL Code of Patron Behavior.

III. Glasgow Branch Library - Mr. Moss gave an overview of the current Glasgow Branch situation and made reference to a letter recently received by the Library Director from the Glasgow Town Council. A copy of this letter is attached to the minutes of this meeting. Mr. Moss informed the Board that the Public Service Committee has reviewed all aspects of this situation including all correspondence along with statistical data as to hours of operation and branch circulation figures. After discussion Mr. Moss moved that the following resolution be adopted:

RESOLVED, That the Public Service Committee hereby recommends that the Board of Directors of Kanawha County Public Library consider the closure of the Glasgow Public Library.

Mr. Ray stated that the Glasgow Branch is the only Branch occupying a building which the Library does not own. He also stated that a likely outcome of the Library's twenty-year space study will be a significant improvement in the services provided to patrons in Eastern Kanawha County. After discussion, it was the consensus of the Board of Directors to table the resolution proposed by Mr. Moss, and Ms. Wright was asked to respond to the Town Council of Glasgow to advise them that the Library will continue to operate the Branch on the same basis as it has in the past.

New Business

Public Library Association's National Achievement Citation - Ms. Wright gave an overview of this citation which gives national recognition for significant, innovative activities that improve the organization, management or services of public libraries. The staff of the Kanawha County Library was asked to provide suggestions as to what to submit for consideration. As several people made a case for the "Food for Thought, Food for Fines" program an entry was submitted. Ms. Wright announced to the Board that the Kanawha County Public Library will be presented with the National Achievement Citation at the Public Library

Association's "Very Best" Mid-Winter Workshops to be held March 18-20 at the Palmer House Hotel in Chicago. The citation will be presented Wednesday evening, during the Opening General Session. A photographer will be on site and each winner is invited to pose for a photo with Public Library Association leaders that can be used in local publicity. After discussion and upon a motion by Ms. Chilton, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to attend the Public Library Association workshops in Chicago, IL on March 18-20, 1992 and the expense be paid in an aggregate amount not to exceed $500.

There being no further business, the meeting was adjourned.

John L Ray
President

Linda F. Wright
Secretary

CITY OF CHARLESTON
P.O. Box 2749
CHARLESTON, WEST VIRGINIA
25330

KENT STRANGE HALL, MAYOR

February 19, 1992

Ms. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Linda:

I have the official documents from John Ray and others of the Kanawha County Public Library which substantiates your income and expenditures for the Library as required by Statute.

We will be glad to pass these on to the proper people in order to make sure that you receive your just revenues from the City of Charleston.

As you may know, Linda, the City of Charleston is on hard times. Would there be any way to reduce the request for funds from the City for our next fiscal year 92-93? Perhaps we could make up the difference in the following year. As you can see, I am making a copy of this letter for Fred Witschey, our Finance Director. I will ask him to call you at 343-4646 to discuss this matter.

Many thanks.

Sincerely,

Kent

Kent Strange Hall
Mayor

KSH/mlj
pc: Carolyn Lawler
Curt Voth
Fred Witschey

F. "PECK" TUCKER
Mayor
T. "TAD" GILMORE
Recorder

TOWN OF GLASGOW

Council
Joyce Alderson
Roger Martin
Charles Armstrong
Eddie O'Brien
Larry Simmons

Phone 595-1015

129 — 4th Avenue
GLASGOW, W. VA. 25086

February 4, 1992

Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Attention: Ms. Linda Wright, Director

Dear Ms. Wright:

The Councilmembers of the Town of Glasgow were disappointed to learn that the Directors of the Kanawha County Public Library were unable to honor their request for additional hours of operation of the Glasgow Branch Library. Their immediate thought, after reading your letter, was that the request was not honored based on the sole reason that the town has refused, in the past, to budget money to aid in your operation. As you will recall when you met with Council, we suggested that the additional hours of operation be manned with volunteers (at no cost), also one of our councilmembers suggested that if additional hours were put in place, necessitating additional expense, that the town would consider budgeting for this.

We can understand that the Glasgow Branch is the least used library within your system and offer that the reason for this are: limited access hours and little, if any, public relations work done to inform the people in the surrounding communities that there is a library here available to them.

Council has agreed to budget $3000.00 for next fiscal year to assist in the operations of the Glasgow Branch. The town will in turn establish a monthly rental fee for the premises you occupy and will pro-rate the utility expenses based on the total square footage of the library space to the total square footage of Town Hall.

If this arrangement meets with your approval please advice council timely since the budget will be completed by mid-March, 1992. If not, also advise council, and we will continue with the present arrangement.

Sincerely,

L. T. Gilmore Jr.

L. T. Gilmore, Recorder
Town of Glasgow

cc: Council Members

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

APRIL 13, 1992

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held April 13, 1992 at 3:30 in the John V. Ray Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Reynolds
Mr. Fontalbert	Mrs. Rugeley
Ms. Glasser	Mrs. Russell
Mr. Kauffelt	Mr. Santrock
Mr. Ray	Mrs. Sloan
	Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the March 9, 1992 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Glasser, seconded by Mrs. Russell, and unanimously carried, the payment of Book Bills in the amount of $46,543,43 and General Bills in the amount of $97,937.37

were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $830.01 duly certified and approved in accordance with the Bylaws and on motion of Ms. Glasser, seconded by Mrs. Russell, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March 1992. Included were the following:

> Circulation continues to increase. March 1992 had an increase of nine percent (9%) in materials checked out over March 1991. A wide variety of activities for patrons of all ages were held during the month - income tax assistance continued in most locations, voters registration was held in St. Albans and Cross Lanes, several programs focusing on women's history were held at St. Albans, origami workshops took place at Elk Valley, Glasgow and Marmet and special storytimes were held at each location highlighting books by Eric Carle.
>
> The management audits are well underway. This was one of the objectives identified in the Long Range Plan. The audits of Technical Services, Audiovisual Services and the Clendenin and Cross Lanes branches have been completed. The audits of Glasgow, Marmet and Sissonville are almost complete. The audit of Technical Services resulted in several changes in work flow and also led to reconfiguring electrical outlets by our maintenance staff, Eddie Childers and

Mike White. This will allow furniture and equipment to be better arranged to deal with the work flow. Technical Services is to be commended for working very diligently in the past two months to incorporate changes in procedures and do more cross training of personnel to better ensure the handling of the work despite illness or vacation. Even with all this happening the Department was able to process 3,000 items during March.

Reports of Committees

Financial Affairs Committee - Mr. Kauffelt, Chair, reported that a meeting of the Committee was held April 2, 1992 to consider the following:

I. Conwell Estate - An offer to purchase the property at 1018 Forest Road, Charleston, WV was submitted. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Director of the Kanawha County Public Library is authorized to sell to Glenn A. Carte, Sr. and Marilyn F. Carte, his wife, the Library's one-half interest in the property at 1018 Forest Road, Charleston, West Virginia which is part of the estate of Donald E. Conwell for $12,500; and,

RESOLVED FURTHER, That the Library Board of Directors accepts the offer of the Kanawha - Charleston Humane Association to donate to the Library its one-half interest in Lot 13, Unit #7, Block 70 in Rio Rancho Estates, New Mexico which is also part of the Conwell estate.

II. Levy assessment for the City of Charleston. Mr. Kauffelt discussed a letter recently received from Mr. J. Frederick Witchey, Finance Director for the City of Charleston that is attached to the minutes of this meeting. After discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted,

> RESOLVED, That the Board of Directors of the Kanawha County Public Library agrees with the request of the City of Charleston for the payment schedule of ten (10) equal installments beginning September 1992. The total amount due to the Kanawha County Public Library system from the City of Charleston levy assessment is $443,889 for fiscal year 1992/93. This special arrangement of payments would be for a period of one year only.

Long Range Planning Committee

I. Joint Committee Meeting. Mrs. Rugeley, Chair, reported that a joint meeting of the Long Range Planning Committee of the Kanawha County Public Library system and the Long Range Planning Committee of the South Charleston Public Library was held April 6, 1992 at the South Charleston Public Library. Mrs. Rugeley stated that the two committees will be working together to share information about future plans.

II. Overview Presentation of the Consultants Space Study. Mrs. Rugeley, Chair, and Ms. Wright, Library Director gave an overview presentation of the key points of the Consultants Space Study. Mrs. Rugeley indicated that a few informational sessions will be scheduled to allow each Board member the opportunity to have questions answered, points clarified, etc. Also, a roundtable with the Library staff has been scheduled for April 15th to present an overview of the report and to receive questions, concerns and feedback about the report's recommendations. Each branch advisory board will be presented an overview of the report and their respective branch's section during their regularly scheduled Board meetings or special called meetings of the boards in April and May.

Old Business.

National Achievement Citation. Ms. Wright read to the Board of Directors the Public Library Association's National Achievement Citation that was recently awarded to the Kanawha County Public Library for the "Food for Fines, Food for Thought" program. The Library Director was authorized to attend the Public Library Association workshops in Chicago, IL on March 18-20, 1992 and received the Citation during the Opening General Session.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

MAY 11, 1992

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held May 11, 1992 at 4:00 in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Russell
Mr. Fontalbert	Mr. Santrock
Ms. Kauffelt	Mrs. Sloan
Mr. Ray	Mr. Smith
Mrs. Reynolds	Mr. Stewart
Mr. Rolston	Ms. Thomas
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Ms. Chilton, and unanimously carried, the Minutes of the April 13 , 1992 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $27,776.09 and General Bills in the amount of $71,953.92 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $548.90 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April 1992. Included were the following:

April 5-11 marked National Library Week. As required by state law we held a fine free week and approximately 5,100 overdue items were returned. Many locations had programs focused on the reading to children of classics. As a small preview of our 1992 Summer Reading Program theme which is Explore the USA, the "Adopt a Famous American" project was launched. This is similar to last year's wish map program only this year we are encouraging people to purchase juvenile biographies of famous Americans as that section of our collection needs improvement. This program will run through August. The Charleston Circulation staff received a very special acknowledgment of their service during National Library Week. One of our regular patrons was so appreciative of their efforts that he took the entire staff to lunch over a two day period. The Cross Lanes Board gave the staff of that branch violets. The Park -n- Read program was also launched during National Library Week.

Other programs of interest during the month. Each location offered a read around the campfire program for children 8-12. Patty Bergeron, had a tent, make-believe campfire and backpack full of stories and poems. This program also allowed us to provide a commercial for the upcoming summer reading program. West Virginia author Gerald Milnes presented programs at the Charleston and St. Albans libraries. He told stories, sang and played a number of musical instruments. His programs were cosponsored by Read Aloud West Virginia. Over twenty adults came out on a snowy Saturday morning for a workshop at the Dunbar Branch to inform tutors of the opportunity of using our literacy computers. This workshop was organized by Judy Duncan, Head of Extension Services.

The Charleston Reference Department had an unusual acknowledgment of their services. A gentleman called long distance from Louisiana to thank them for the assistance they had provided his mother. The Reference Department also received a gift during April of 21 books from the West Virginia Contractor Licensing Board of the West Virginia Department of Labor. These titles are listed on a bibliography which they provide to people studying to take the examination for a contractor's license.

The Audiovisual Department received a phone call several months ago from the owners of the Charleston Deli offering to donate to KCPL some custom made video display cabinets. As we continue to try all avenues to utilize space and better display the collection we accepted the cabinets. The Audiovisual Department has been working on putting category labels on the several thousand videos we have. These cabinets will now allow us to try some reorganizing of the display of videos by these general categories.

Report of Committees

Support Services Committee. Mr. Santrock, Chair reported that a meeting of the Support Services Committee was held Tuesday, May 5, 1992 at 4:00 p.m. in the Board Room to discuss the following:

I. Request to hang a plaque in the St. Albans Branch Library. Mr. Santrock explained that the St. Albans Branch Board has recommended to the Library that a plaque be hung in the St. Albans Library. This plaque acknowledges outstanding service by local teachers in one of the schools and had been on display in that school which recently was closed by consolidation. After discussion Mr. Santrock agreed to contact Mr. Jack McClanahan, Assistant Superintendent of Secondary Education for Kanawha County Schools to see if the Board of Education had developed a policy covering the dispositon of such plaques.

II. Update on elevator projects. Mr. Santrock and Dr. Ranson gave a brief update on the repairs of elevators currently underway at the St. Albans Branch Library and the Charleston Library. This project should be completed by early June.

III. Repairs to planter walls at the Charleston Library. Mr. Santrock and Dr. Ranson discussed the repairs that are needed to the planter walls, specifically, the right and left ends of the front wall. The estimated cost for this project is $15,000. After discussion and upon a motion by Mr. Santrock, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director and the Administrative Services Officer be authorized to seek bids for repairs to the front (left and right end) retaining walls at the Charleston Library and, with a member of the Support Services Committee, to review the bids submitted; and
>
> FURTHER RESOLVED, That they be authorized to award a contract for the repairs in an amount not to exceed $15,000.

IV. Payment to VTLS. Mr. Santrock and Ms. Wright explained that this has to do with the Automated Computer System and the software tape for the recently purchased minicomputer. VTLS has been contacted and all corrections have been made. VTLS has invoiced the Library for $12,000 for these upgrades and support services. After discussion and upon a motion by Mr. Santrock seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, The Library Director be authorized to formulate a letter requesting that VTLS reconsider their billing amount for upgrades to the Library's Automated Computer System of $12,000 due to less than adequate customer service.

FURTHER RESOLVED, That the Library Director be authorized to pay VTLS upon their response to the aforementioned letter for services rendered in an amount not to exceed $12,000.

V. HVAC Maintenance Contract at the Charleston Library. Mr. Santrock and Dr. Ranson reported that the HVAC Maintenance Contract for the Charleston Library is currently with York International Company and the contract is renewable provided there is no increase in the current contract price. The contract is currently in its third year which expires June 30, 1992. A discussion followed about the possibility of York International increasing their price on the existing contract due to tests required by new EPA standards. After discussion and upon a motion by Mr. Santrock, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That Library Director and the Administrative Services Officer be authorized to seek bids for the HVAC Maintenance Contract at the Charleston Library and, with a member of the Support Services Committee, to review the bids submitted; and

FURTHER RESOLVED, That they be authorized to award a contract for such services in an amount not to exceed $30,000.

VI. Purchase of a new cargo van. Mr. Santrock and Dr. Ranson informed the Board that the Cargo Van used by the Maintenance Department needs to be replaced and the van currently used by the courier would be transferred to Maintenance and a new van for the courier would be purchased .

After discussion and upon a motion by Mr. Santrock, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be authorized to seek bids for the purchase of a new cargo van; and

FURTHER RESOLVED, That they be authorized to purchase said van at a cost not to exceed $18,500 after July 1, 1992.

Membership Committee. Ms. Chilton, Chair. Ms. Wright informed the Board that the terms of three Board members will expire June 30, 1992. Upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, it was moved that Mrs. Helen Smith, Mrs. Frances Sloan and Mr. David Stewart be nominated for six-year terms beginning July 1, 1992 and ending June 30, 1998 and that the Library Director submit these nominations to the Board of Education of Kanawha County.

Long Range Planning Committee. Mrs. Rugeley, Chair reported that the visits to the Branches were 50% complete. She made available a copy of comments and questions that have been compiled from these Branch visits. She also informed the Board that Mr. Bob Rohlf of Library Consultant, Inc. is due to make a final presentation on the Space Study. The Long Range Planning Committee will meet May 13th to consider dates for Mr. Rohlf's visit as well as plan an agenda for that meeting.

Old Business.

Conwell Estate - The property at 1018 Forest Road, Charleston, WV was sold to George W. Price and his wife instead of Glenn A. Carte and his wife as authorized at the last meeting of this board . After discussion and upon a motion by Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

RESOLVED, That the sale of the Library's one-half interest of the property at 1018 Forest Road, Charleston, WV to George W. Price and his wife for $13,000.00 is hereby ratified, confirmed and approved

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

June 8 , 1992

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held June 8, 1992 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Russell
Mr. Fontalbert	Mr. Santrock
Ms. Glasser	Mrs. Sloan
Mr. Kauffelt	Mr. Smith
Mr. Moss	Mrs. Smith
Mr. Ray	Dr. Wallace
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Mr. Ray explained a change to page 7 of the minutes of the May meeting with regard to the Conwell Estate. The amount in the resolution was changed from $26,000.00 to $13,000.00 Upon a motion by Mr. Smith, seconded by Ms. Rugeley, and unanimously carried, the Minutes of the May 11 , 1992 regular board meeting with this correction were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $80,218.48 and General Bills in the amount of $84,962.26 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,224,87 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May 1992. Included were the following:

> In conjunction with the section on West Virginia authors in the May 10 edition of the Gazette-Mail each location had a display of materials by these authors.
>
> A half day workshop on communication skills was held on two consecutive afternoons on May 7 and 8. All full-time and part-time staff members attended one of these sessions arranged by Marsha Holliday, Personnel Manager. We will be having more sessions on communications as we tackle the goal in the long range plan dealing with improving internal communications. Also during May we had a number of staff take advantage of the staff exchange program by visiting for a day or two a unit where they do not normally work.
>
> A seven month intensive study of the periodical backfile use in the Charleston Reference Department was completed. This study will provide the information needed to make decisions on the extent of backfiles needed for the various periodical titles we subscribe to.

The special two month weeding project attempted by the Charleston Reference staff was concluded. This project had professionals from other units assisting in Reference in order to provide time to weed by the regular members of the Reference staff. Overall I believe the project was a success as over 5,000 items were weeded during the eight weeks of the trial. The one drawback of this project was the lack of famliarity of some of the other professionals with the scope and depth of materials in the Reference Department collection. Therefore, they initially needed a fair amount of assistance. However, I believe even this drawback has a silver lining as these professionals are now more familiar with the collection's resources and will be better able to direct patrons to those resources.

The three year project to automate the high schools in the County has been completed. All high schools are now on-line as a separate account on our VTLS system. Karen Philippi, Automation Manager, is to be commended for the efforts she made to bring this project to a successful conclusion.

A great deal of time was spent by a number of staff members in May spreading the word about the childrens and young adult summer reading programs. Staff members visited most of the elementary, junior and senior high schools in the County. Cindy Hagerman, Public Relations Officer, and Terri McDougal, Head of Childrens Services, appeared on a number of local radio shows and on the noon news on WCHS. Cindy also sent information to a number of the major employers in the County for inclusion in their employee newsletters. She also sent information to all the pediatricians along with bookmarks for distribution. We have had several articles in the newspapers. The last weekend in May we had a table at the Kanawha Cinemas to advertise the young adult reading program which has a movie theme. Staff members along with members of the East Bank High School Key Club staffed this table. A good many of the flyers, bookmarks and booklogs were printed courtesy of One Valley Bank. Members of the Reference staff have even developed reading lists for adults related to the various themes being used in the Summer Reading Program. This is a major program we offer each year and the members of the two reading program committees are to be commended for all

their work. Cindy Hagerman, Public Relations Officer, and her assistant, Diana Grant, are also to be commended. They have done a great job particularly as this is their first experience with this extensive program.

Report of Committees

Financial Affairs Committee. Mr. Kauffelt, Chair, reported that a meeting of the Committee was held June 8, 1992 to consider the following:

I. The Deskins Estate. Mr. Scharf, Attorney has reported to the Committee that the Estate has gone before Judge Charles King and a trial date has been set for July 6, 1992. Judge King made a recommendation to both parties that perhaps an agreement could be reached prior to trial which consists of taking the $24,000 in cash and about $80,000 worth of stock from the estate and dividing this 50/50 with Marshall University. After discussion and upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried the following resolution was adopted,

RESOLVED, That the Kanawha County Public Library system accept a settlement of one-half of $24,000 in cash, one-half of the stock portfolio, and the dividends that have accrued since the death of Mrs. Deskins.

II. Financial Records. Mr. Kauffelt reported on certain aspects of the financial record keeping that need to be attended to before the end of the fiscal year on June 30, 1992. An amount of $149,525.65 of non-appropriated receipts was identified, explained and recorded as follows:

KANAWHA COUNTY PUBLIC LIBRARY

NON-APPROPRIATED RECEIPTS

1991/1992

	ESTIMATED
Grant-In-Aid - over and above $552,031.00	$ 16,313.00
Interest Earned - over and above $50,000.00	0.00
Miscellaneous Receipts - over and above $76,000.00	13,986.42
Book Sale	8,236.70
Sale of Hats	33.00
Sale of West Virginia Foundation Directory	142.50
State of West Virginia - Automation Grant	79,534.00
State of West Virginia - VTLS Grant	10,110.00
State of West Virginia - Institution Grant above $16,944	103.00
Kanawha County Board of Education - Previous outstanding checks cancelled	4,654.00
Parking Club	5,843.00
Gaylord - Refund of returned tables	1,039.22
Community Council of Kan. Valley - Reimb. car seat repair	70.65
York - Overpayment	1,000.00
Bell Atlantic - Service contract refund	326.90
Xerox Corporation - Duplicate invoice payment	573.99
South Charleston Public Library - 90/91 Computer maintenance	3,185.48
Yvonne Farley - Personal long distance calls	27.29
Patricia Bergeron - Personal long distance calls	.34
Phyllis Clendenin - Personal long distance calls	.17
St. Albans Library - Copier expense reimbursement	1,684.57
Judy Gillian - Returned check payment	8.00
Mary McMillion - Returned check payment	6.01
Geraldine Blackshire - Returned check payment	8.40

Melissa Barron - Returned check payment	2.60
Dawn Palmer - Returned check payment	2.00
Stanley Polidori - Returned check payment	8.10
Baker and Taylor - Postage Reimbursement	204.01
West Virginia Library Association - Postage Reimbursement	40.87
West Virginia Library Assocation - Long Distance Calls & Copier Expenses	560.67
West Virginia Library Association - Invoice reimbursement	138.30
Cross Lanes Library - Postage Reimbursement, Bulk Mailing	
Sissonville Library - Postage Reimbursement, Bulk Mailing	
Elk Valley Library - Postage Reimbursement, Bulk Mailing	
Steven Simmers - Overpayment of salary	50.00
Natural Gas Transmission - Printing supplement	100.00
Literacy Grant - Material reimbursement	9.66
Recycled Material	103.09
Capitol Cablevision - Food For Thought Campaign	435.54
Sara Sue Wright - Travel expense refund	16.93
Marilyn Henstock - Travel expense refund	84.22
Janie Blackshire - Dental/Vision Insurance	28.68
Patty Johnson - Dental/Vision Insurance	118.97
Susan Hensley - Dental/Vision Insurance	86.04
Vicki Moore - Dental/Vision Insurance	14.34
Paula McCormick - Health Insurance	40.00
TOTAL NON-APPROPRIATED RECEIPTS	**$149,525.65**

May 31, 1992

Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Budget of the current 1991/92 fiscal year be amended to reflect the non-appropriated receipts of $149,525.65 as submitted to this meeting as well as additional monies received between this date and June 30, 1992.

III. Outstanding Checks. Mr. Kauffelt submitted a list of outstanding checks which should be cancelled, in keeping with the standing recommendations of the Library's auditors, with the proviso that they may be reissued should a valid claim arise.

The Checks to be cancelled are as follows:

OUTSTANDING CHECKS TO BE CANCELLED

January 1, 1991 - December 31, 1991

DATE	NAME	CHECK #	AMOUNT
1/18/91	Paaul Franke	444386	$ 10.00
1/24/92	Brown University	444418	5.00
2/19/91	Patricia Jurak	444579	5.00
3/26/92	Annette B. Harris	444825	2.82
6/18/91	Oxford Univ. Press	445422	79.60
7/24/91	Woodlawn Ele. School	445646	10.00
8/20/91	Christopher Henson	445740	2.92
8/20/91	Mary Gray	445795	15.00
9/26/91	Yvonne Farley	446012	3.20
11/13/91	Jeffrey Hill	446292	1.82
			$135.36

Upon a motion by Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

Long Range Planning Committee. Mrs. Rugeley, Chair reported that a meeting of the Committee was held June 1, 1992. She gave an update as to the Consultants Space Study presentations currently being conducted at all branch locations. She reported that all locations have been visited with the exception of Elk Valley which is scheduled for June 9, 1992. The Committee plans to meet June 15 for an extended planning session and an invitation was extended to any member of the Board to attend the meeting if interested. She explained that the Committee will be networking with the Board members throughout the summer months with a planned visit from Mr. Rohlf, Library Consultants, Inc. in late September. There will also be Branch Board informational sessions to gain more questions, comments, concerns and general feedback to the plan the Long Range Planning Committee develops. She made available copies of the Library Director's Critique of the Space Study along with copies of questions and comments gathered during the Branch visits. It is the goal of the Committee to present a "Draft" plan at the September Board meeting. Other meetings of the Long Range Planning Committee are scheduled for July 6, July 20, August 3, and August 17, 1992.

Personnel Committee. Mr. Fontalbert, Chair reported that a meeting was held June 3 to consider the following:

I. Staff training and development. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted,

RESOLVED, That a staff member be authorized to attend a training session on VTLS Serials Control in Blacksburg, Virginia on July 23-24, 1992 and expenses be paid in an amount not to exceed $750.00.

II. Staff training and development. After discussion and upon a motion by Mr. Smith, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted,

RESOLVED, That a staff member be authorized to attend the seminar "Young Adult Materials" at the Seventh Annual Summer Institutes for Librarians and Teachers Serving Youth at the University of Pittsburgh on July 17-18, 1992 and expenses be paid in an amount not to exceed $500.00.

III. Library Director's PRLC Orientation session. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted,

RESOLVED, That the Library Director be authorized to attend the Orientation session of the Board of Trustees of PRLC, to which she has been elected, June 11-12, 1992 and that expenses be paid not exceed $300.

IV. Employment extension request. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Rugeley, and unanimously carried, the following resolution was adopted,

RESOLVED, That Kimberly Snodgrass' temporary employment be extended until December 31, 1992 and,

FURTHER RESOLVED, That $10,000 be carried forward from the 1991/92 budget to the 1992/93 budget to cover this expense.

New Business.

Appointment of Nominating Committee. Mr. Ray appointed a Nominating Committee to present a slate of officers at the July meeting. Mr. Smith, Mr. Moss and Mr. Santrock will make up this committee with a Chair to be selected amongst these members.

Date of Annual Meeting. Due to the date of the Annual Meeting (July 3, 1992) falling so close to the Fourth of July holiday, Mr. Ray suggested that the date of the Annual Meeting be changed to July 10 at 2:00 o'clock p.m. It was also suggested that due to inadequate space at the Main Library that the Annual Meeting be held at the Dunbar Branch Library.

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda D. Wright
Secretary

MINUTES OF THE ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 10, 1992

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 10, 1992 at 2:00 p.m. at the Dunbar Public Library, located at 301 - 12th Street, Dunbar, West Virginia. The following members were present:

Dr. Bannerot	Mr. Santrock
Mrs. Chilton	Mrs. Sloan
Mr. Moss	Mrs. Smith
Mr. Ray	Mr. Smith
Mrs. Reynolds	Ms. Thomas
Mrs. Russell	Dr. Wallace

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, introduced the KCPL Board members present and extended a welcome to all who were present.

The Director welcomed Mrs. Norma Brick, and Mr. William Ramell from the Cross Lanes Library Board; Ms. Sandy James from the Dunbar Library Board; Ms. Getrude Gatnes, Ms. Alice Perkis, Mrs. Mary Nelson Peterson, Ms. Pamela Stickle, and Dr. Kenneth Williamson from the St. Albans Library Board; and Mr. Karney Tinney from the Sissonville Library Board.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a letter from Ms. Carolyn Meadows, Superintendent of Kanawha County Schools, dated June 18, 1992 and attached to the minutes of this meeting.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Chilton, and unanimously carried, the Minutes of the June 8, 1992 regular board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Dr. Wallace, and unanimously carried, the payment of Book Bills in the amount of $13,509.57 and General Bills in the amount of $215,155.42 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,181.35 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Dr. Wallace, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1991-92. Ms. Wright noted some of the accomplishments during the past year which are as follows:

Library Board

- One member was appointed:
  Mr. David Stewart
- Two members were reappointed:
  Mrs. Frances Sloan
  Mrs. Helen Smith

Personnel

- A number of internal workshops were held during the year. Some of the topics covered include: effective employment interviewing, microcomputer basics, communications, review of keyword searching on the public access catalog, individual workshops on various computer software programs, use of the microcomputer back-up system, book mending, telephone etiquette, and the whole language concept.

- A large number of staff members attended workshops and seminars. Some of the topics included: evaluating materials in the collection, working with young adults, audiovisual materials, troubleshooting and maintaining PC's, team building, organization skills, managing for quality, searching and cataloging on PRISM, basic supervision, grammar review, desktop publishing, children's literature, self-esteem, safety, unemployment and workers' compensation.

- An orientation/training checklist was developed to assist supervisors in working with new staff members to better ensure all new staff are receiving basic information about their jobs and about the library system's policies and procedures.

- An internal telephone directory was developed to aid staff in referring calls to the correct department.

- Management audits were completed for the following units: Audiovisual Services, Clendenin, Cross Lanes, Glasgow, Marmet, Sissonville and Technical Services.

- Arrangements were made to improve parking for the staff members of the Charleston Library. The library now subsidizes a major portion of the cost.

- The Third Annual Staff Development Day was held at the John XXIII Pastoral Center. One hundred staff members participated. A total of 25 different sessions were offered to staff members. The Library Board recognized staff members' years of service.

Operations

- The Library system experienced a substantial increase in usage over the previous fiscal year. Some examples are: 9.8% in the circulation of library materials, 20.5% in the number of patrons calling library facilities, 9.5% in the number of new patrons registered,

32% in the number of reserve requests processed, and 20.5% in the number of library materials interloaned from one library location to another. There was also an increase of 27% in the number of reference questions handled by library staff members. Even though with the release of the 1990 census we learned that Kanawha County has lost population, the use of the library system has never been greater.

- The Technical Services Department ordered, cataloged and processed over 29,700 items for the Library's materials collection.

- A trial project was initiated at the Clendenin Branch Library with regard to the arrangement of the materials collection. Due to a shortage of space the juvenile non-fiction were interfiled with the adult non-fiction. This should allow more space in the children's area for fiction and bring all non-fiction together to allow patrons to more efficiently find needed information.

- The Quota Club of Charleston donated a TDD, a telecommunication device for the hearing impaired. This device will be located in the Extension Services Department

- An in-depth study of the use of the periodical backfiles at the Charleston Library was conducted. The information gained from this study will allow for the more effective management of this area of the collection. Over 36,000 magazine requests were handled by the Reference Department for the 1991-92 fiscal year.

- The Library system was awarded a grant of $3,200 by the Jacobson Foundation to purchase two microcomputers and two versions of a reader's advisory type software, Book Whiz, for upper elementary age children and teenagers.

- The Library system was named as a beneficiary in two estates that are currently being settled.

- Over 100 compact discs featuring a wide variety of music were selected by the Charleston Audiovisual Services Department for the St. Albans Branch Library to introduce this format to the patrons in St. Albans.

- The usage of the video collection continues to grow as can be seen by the 26% increase in use over the last fiscal year. The bookmobile began to circulate videos. Childrens and family oriented videos continue to be the most popular areas of this collection.

- The staff of the Audiovisual Services Department completed a project to make the video collection more accessible to our patrons. Each of the over 2,800 videos in the collection was marked with a sticker to indicate the

category they fall within (i.e. documentary, family, children, etc.) The Charleston Library's collection was then rearranged and the videos are now shelved by category.

- An internal newsletter, "Speaking Volumes", was begun to facilitate the exchange of information amongst staff members about items in our materials collection that they particularly enjoyed reading, hearing or viewing.

- Interlibrary loan service continued to increase. Over 2,700 books and 470 periodical articles were sent to other libraries mostly in West Virginia. This level of activity shows a 20% increase over the last fiscal year.

- OCLC, our source for cataloging data, upgraded its telecommunications system and software. We began to use the new PRISM system in the fall of 1991. This provides more efficient access to the OCLC database and allows information to be processed off-line which has enabled us to contain telecommunications costs.

- A larger microcomputer was purchased for the acquisition of library materials. The new computer allows a larger backfile of orders to be maintained and improves the speed of processing orders and reports. The Nonesuch acquisitions software was updated by the vendor.

- The staff of the Technical Services Department rearranged their work area for a more efficient work flow. Maintenance staff moved electrical outlets to create a safer work area and to allow equipment to be more strategically placed.

- The work flow in the Technical Services Department was revised due to the new OCLC software and as an outcome of the management audit. Logs were instituted to improve the monitoring of the work flow. The cross training of staff was improved.

- The subscription check-in system in the Technical Services Department was revised to improve access to information about the hundreds of subscriptions the Department must track.

- A new overdue fine schedule was instituted as of October 1 in order to try to have library materials returned in a more timely manner and to try to recoup more of the costs involved in trying to retrieve overdue materials (i.e., postage). A fine free month was held during September and extensive publicity was done to inform the public about the increase in fines. In addition the process to retrieve overdue materials was revised to deal more quickly with these situations.

Automation

- The project to automate all the high school libraries as an account on our computer system was completed in the spring. The three year project was funded by a grant to the Kanawha County Schools from the Clay Foundation.

- The minicomputer was upgraded in December. A Hewlett-Packard HP3000 series 947 was installed. The response time of the system was substantially improved.

- Several additional microcomputers were purchased enabling more departments and branch libraries to have one available to do word processing, spreadsheet and database management functions to allow staff to perform assigned tasks more efficiently and effectively.

Public Relations and Programming

- The most successful book sale yet was held at the Quarrier Street Parking Garage earning over $9,000.

- Programs were done and bibliographies were developed in conjunction with the West Virginia Humanities Council sponsored visit by the floating barge museum entitled "Always a River".

- During September library staff members visited a number of commercial locations to register new library patrons and inform more people about our services.

- The fourth annual Imagination Celebration was held in October at the Cultural Center Theatre. Over 350 children and parents gathered on a Saturday evening to hear ghostly tales told by three storytellers and see library staff members in costume. The winners of the Library's annual "Write for Fright" contest were announced at the beginning of the program.

- A sampling of some of the programs held at the various library locations during the past year include: bike safety, fall nature walk, financing a college education, West Virginia musician/storyteller Gerald Milnes, read around the campfire, origami, Afro-Americans in St. Albans, author Marjorie Rawlings, Soviet Republic of Georgia, Poetry Alive, and clogging.

- The library again had a booth at the annual Charleston Regional Chamber of Commerce's Cavalcade of Trade. Our booth was again sponsored by Chambers & Paterno.

- Children's Book Week in November focused on the children's book character "Curious George" who was created 50 years ago by author H. A. Rey. Each location held a storytime program.

- In conjunction with Read Aloud West Virginia the library had storytime programs in March at each location featuring the works of children's author Eric Carle.

- In cooperation with the City of Charleston a "Park and Read" program was initiated. The program allows patrons to park in the Quarrier Street Garage after 5:00 and all day on Saturdays for .50 cents for the first hour.

- The 1991 Summer Reading Program, "Freedom Readers Travel the Globe," had over 2,200 children registered and more than 35,000 books were read.

- The first system-wide summer reading program for teenagers was begun. The theme for the summer was "Jouney to Alternate Worlds". The program had the teens complete game sheets and several interesting programs on astronomy and physical science were held at most locations.

- The library had a booth at the Multi-Cultural Festival in August. Registering new patrons, storytelling, face painting and simple crafts from other countries made during the Summer Reading Program were the focus of the booth.

- The fourth annual Food for Thought, Food for Fines campaign was held during December. Fines were forgiven with the donation of a can or box of food. Over 7,300 food items were collected and 3,649 fines were forgiven. This program earned national recognition as KCPL received one of the 1991 National Achievement Citations from the Public Library Association.

- The Library took advantage of special inserts in the Charleston Newspapers on various subjects. Lengthy bibliographies of library materials were developed on each topic by a number of different staff members.

- A concerted effort was made to make more patrons aware of the Drive Up Window Service at the Charleston Library. As a result usage has increased with an average of over 2,000 patrons a month taking advantage of this service.

- Throughout the year library staff members taped storytelling sessions for use on the "Book Nook" program on the Kanawha County Schools cable channel. Each tape is shown several times during a week. We also continued to

tape shows about KCPL activities and materials and local authors for "Library Update" shown on the West Virginia Library Commission's cable channel.

Physical Plant and Equipment

- The front elevator at the Charleston Library and the elevator at the St. Albans Branch Library had their control mechanisms replaced and improved.

- The air conditioning of unairconditioned areas on the 2nd, 3rd and 4th floors of the Charleston Library was completed. This improvement will allow these areas to be better utilized.

- Several microfilm cabinets were purchased to improve the storage conditions for a large portion of the newspapers and magazines on microfilm at the Charleston Library.

- Lettering was installed on the exterior of the Dunbar Branch Library to improve the visibility of the library to the patrons.

- The parking lot at the Elk Valley Branch Library was resurfaced.

- The work on repairing the retaining walls at the Charleston Library continued.

- Work was begun on connecting the Clendenin Branch Library into the new sewer system in Clendenin.

- Security procedures at the Charleston Library were revised to provide increased visibility of the security officers.

Planning

- Professional Library Consultants, Inc. completed an evaluation of space needs throughout the library system for the next twenty years. The study was undertaken and a report was submitted in February 1992. The Long Range Planning Committee of the Board of Directors began work on developing a plan to deal with the Library system's space needs. Presentations about the consultants study were made to the KCPL Board of Directors, each branch advisory board and members of the library staff.

- The advisory boards at the Cross Lanes Branch Library, the Sissonville Branch Library, and the St. Albans Branch Library continued work on planning for expansion.

Ms. Wright then introduced staff members who made presentations to the Board.

Karen Philippi, Automation Manager, spoke on microcomputer training sessions for KCPL staff members.

Barbara Straughter, Library Associate IV, Circulation Department Head, spoke on the use of the orientation checklists with new staff members.

Marilyn Henstock, Audiovisual Librarian II, Audio-visual Department Head, spoke on the marking of videos by category with stickers and separating them for display by category.

Jean Andrews, Library Associate II, Clendenin Branch Manager, spoke on the procedures manuals for the branch libraries.

Jessica Harper, Library Associate I, Technical Services Department, spoke on the Technical Services Management Audit.

Alice Riecks, Library Operations Supervisor I, Cross Lanes Branch Manager, spoke on the work the has been done to build a better rapport with the local schools.

Bridget Herndon, Library Associate III, St. Albans Branch Library, spoke on the bookworm program for participation at local elementary schools.

Cindy Hagerman, Public Relations Officer, spoke on the different means used to publicize the 1992 summer reading programs.

Henry Pickens, Security and Safety Operations Supervisor, spoke on improving internal communications with respect to safety and security matters.

David Schau, Library Operations Supervisor I, St. Albans Branch Manager, spoke on the development of a staff newsletter highlighting materials, "Speaking Volumes".

Report of Committees.

Support Services Committee. Mr. Santrock, Chair, reported that a meeting was held Friday, July 10, 1992 at 1:30 p.m. to consider the following:

1. Purchase of a Cargo Van. Dr. Ranson informed the Board that at the May 11 1992, Board meeting a resolution was adopted to purchase a Cargo Van at a cost of $18,500. This item was placed out for bids and it is the recommendation of the Support Services Committee to accept the bid of $19,800. The increase in the price is due to the purchase of added features and an extended warranty. Upon a motion by Mr. Santrock, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the amount of $18,500 which the Board authorized at its May 11, 1992 meeting for the purchase of a cargo van is hereby increased to $19,800.

2. Elevator Maintenance Service. Mr. Santrock reported that the elevators at the Charleston, and St. Albans Libraries have been upgraded. A service contract for elevator maintenance services to cover the two elevators at the Charleston Library and the one elevator at the St. Albans Branch Library was proposed. Upon a motion by Mr. Santrock, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Administative Services Officer is authorized to enter into a contract for elevator maintenance services for the Charleston and St. Albans Libraries for an amount not to exceed $5,000 for the period from July 1, 1992 through June 30, 1993.

3. Telephone System. Mr. Santrock and Dr. Ranson explained that on-going problems with the telephone system at the Charleston Library has warranted the removal of the existing system and the installation of a new system. Mr. Smith abstained from the discussion and the vote which followed. Upon a motion by Mr. Santrock, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Administrative Services Officer is hereby authorized to modify the existing agreement with Bell Atlanticom to provide for the payment of $3,000 to Bell Atlanticom for the replacement of the existing telephone system at the Charleston Library and to pay $2,740 for maintenance of the new system during the first year with annual cost increases not to exceed five percent for each succeeding year.

Nominating Committee - Election of Officers.

Mr. Smith, Chair, reported that the Nominating Committee recommended the following slate of officers for 1992/93.

Mr. John L. Ray - President
Dr. Frederick Bannerot - First Vice President
Mrs. Virginia Rugeley - Second Vice President
Ms. Linda G. Wright - Secretary/Treasurer
Dr. Fred D. Ranson - Assistant ecretary/Treasurer

There being no nominations from the floor, upon a motion by Dr. Wallace, seconded by Mr. Smith, and unanimously carried, the above-named officers were declared elected by acclamation.

Special Presentation. David Schau, Dunbar Librarian, read a Thank You card from the KCPL staff to the Board of Directors, as set forth below:

"We often take for granted the contributions made by the KCPL Board. Long hours were spent in the many meetings particularly the Long Range Planning Committee. This Committee gave us a blueprint to follow for future growth. As a token of our appreciation two books from the 'Adopt A Famous American' campaign will be given to the library by the staff in recognition of the KCPL Board."

"The Story of Jane Addams and Hull House and Charles Eastman: Physician, Reformer and Native American Leader will be added to the collection. Thank you for many hours of dedicated work."

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda G. Wright
Secretary